APPENDIX D

CONTACT LETTERS

September 2002

Dear Diocesan Superintendent:

For over 30 years, the National Assessment of Educational Progress (NAEP) has served American educators as an information resource, providing reliable profiles of what our students know and can do in key subject areas. The Nation's Report Card, as it has come to be known, is the only ongoing project to monitor trends in our students' achievement at the elementary, middle and high school levels. In large part, NAEP owes its success to the support from local educators whose schools are randomly chosen to participate.

NAEP has sampled a small number of your schools for the forthcoming assessment. A NAEP supervisor will be contacting you shortly to make arrangements for the assessment. In the meantime, several key features of the 2003 assessment warrant your attention.

NAEP in 2003:

- Focuses on reading and mathematics;
- Is based on representative samples of students in grades 4, 8, and 12;
- Is a paper-and-pencil test designed to last about 90 minutes;
- Protects the anonymity of the participating students;
- Is administered by the NAEP staff;
- Provides results for demographic groups and variables related to educational context, but is not designed to produce individual or school data;
- Produces results for Catholic schools overall; and
- Yields a series of national reports which will be provided to each participating school.

You and your colleagues at the local level play the lead role in carrying out programs to improve student performance. NAEP strives to be an important source of national and regional data on the progress that is being made. However, NAEP cannot be successful without your involvement and support. As you can see from the enclosed letter, the National Catholic Educational Association (NCEA) has long supported NAEP. Please support the program when you are contacted by a NAEP representative this fall to arrange the details of the assessment.

Sincerely,

Nancy W. Caldwell

Nancy W. Caldwell
NAEP Project Director

NWC/mgc

October 2002

Dear Catholic School Principal:

For over 30 years, the National Assessment of Educational Progress (NAEP) has served American educators as an information resource, providing reliable profiles of what our students know and can do in key subject areas. The Nation's Report Card, as it has come to be known, is the only ongoing project to monitor trends in our students' achievement at the elementary, middle and high school levels. In large part, NAEP owes its success to the support from local educators whose schools are randomly chosen to participate.

NAEP has sampled your school for the forthcoming assessment, which will take place during January through March 2003. A NAEP representative will be contacting you shortly to make arrangements for the assessment. In the meantime, several key features of the 2003 assessment warrant your attention.

NAEP in 2003:

- Focuses on reading and mathematics;
- Is based on representative samples of students in grades 4, 8, and 12;
- Is a paper-and-pencil test designed to last about 90 minutes;
- Protects the anonymity of the participating students;
- Is administered by the NAEP staff;
- Provides results for demographic groups and variables related to educational context, but is not designed to produce individual, school, or school district data;
- Produces results for Catholic schools overall; and
- Yields a series of national reports which will be provided to each participating school.

You and your colleagues at the local level play the lead role in carrying out programs to improve student performance. NAEP strives to be an important source of national and regional data on the progress that is being made. However, NAEP cannot be successful without your involvement and support. As you can see from the enclosed letter, the National Catholic Educational Association (NCEA) has long supported NAEP. Please support the program when you are contacted by a NAEP representative this fall to arrange the details of the assessment.

Sincerely,

Nancy W. Caldwell

Nancy W. Caldwell
NAEP Project Director

NWC/mgc

October 2002

Dear Head of School:

Every two years a carefully selected sample of public and nonpublic schools is invited to participate in the National Assessment of Educational Progress (NAEP). Your school has been selected to participate in NAEP in 2003.

Since 1969, the national assessment has collected data about what American students know and can do in a variety of academic subjects. Data from the national assessment is reported at the national, state, and regional levels only. It is very important that selected nonpublic schools participate, as they represent hundreds of other similar schools across the nation. Each nonpublic school student selected for this study is very important, since nonpublic school students represent 11% of our nation's students.

Within the next two weeks, a NAEP representative will contact you to discuss your school's participation in NAEP. At that time our representative will review the enclosed materials describing the program for 2003 with you.

The participation of each and every school is very important for the study to accurately reflect the status of American education. Rest assured that the confidentiality of all participating schools, teachers, and students is carefully protected. No individual data is released -- only group statistics are reported.

The Council for American Private Education (CAPE) as well as its member organizations and many other nonpublic school groups have long supported NAEP and look forward to the increased data for nonpublic schools. We are very grateful for this support and look forward to working with you and your school in 2003.

Sincerely,

Nancy W. Caldwell

Nancy W. Caldwell
NAEP Project Director

NWC/mgc

APPENDIX E

EXAMPLE DIOCESE PHONE CALL

EXAMPLE DIOCESE PHONE CALL

The materials you will need to have on hand are: Log of Schools, Summary of Activities for Private Schools, My School Brochure, School Control Forms for all selected Diocese schools, Record of Contact-Diocese, current Online Assessment Calendar printout, and Refusal Form.

1. MAKING CONTACT

"Hello, this is (YOUR NAME) from the National Assessment of Educational Progress, NAEP, commonly known as the Nation's Report Card."

IF PHONE IS ANSWERED BY ANYONE OTHER THAN THE SUPERINTENDENT:

"I'm calling about a package of information that (SUPERINTENDENT'S NAME) should have recently received from NAEP. The package contained a list of the schools in your diocese selected to participate in the 2003 NAEP Assessment. Do you recall if s/he received that package?"

IF PACKAGE HAS NOT BEEN RECEIVED:

* DESCRIBE PACKAGE, HOW AND WHEN IT WAS MAILED, AND WHEN IT MIGHT HAVE BEEN RECEIVED. FREQUENTLY, THE PACKAGE IS ON SOMEONE'S DESK. ALWAYS CHECK WITH THE SECRETARY BEFORE OFFERING TO REMAIL MATERIALS.

* IF FEDEXED, USE TRACKING NUMBER TO FIND OUT WHO SIGNED FOR THE PACKAGE. CALL SECRETARY BACK WITH NAME.

* IF PACKAGE STILL CANNOT BE LOCATED, CONFIRM MAILING ADDRESS, ASSURE THE CONTACT PERSON THAT YOU WILL MAIL ANOTHER LIST OF THE SAMPLED DIOCESE SCHOOLS, AND LET THE PERSON KNOW WHEN TO EXPECT THE PACKAGE. RECORD THE NAME OF THE PERSON WITH WHOM YOU ARE SPEAKING ON THE RECORD OF CONTACT FORM, AND RESTATE YOUR NAME AND LEAVE YOUR PHONE NUMBER IN THE EVENT THERE ARE QUESTIONS THAT ARISE BEFORE THE SECOND PACKAGE ARRIVES.

* ANOTHER OPTION IS TO HAVE YOUR FIELD MANAGER FAX A LIST OF THE SAMPLED DIOCESE SCHOOLS, ALONG WITH THE SUMMARY OF ACTIVITIES. OBTAIN THE FAX NUMBER, NOTIFY YOUR FIELD MANAGER OF THE REQUEST, AND RECORD ALL INFORMATION ON THE RECORD OF CONTACT FORM. FREQUENTLY, BUT NOT ALWAYS, THE ORIGINAL

PACKAGE WILL BE FOUND, AND YOU WILL RECEIVE A RETURN CALL FROM THE SUPERINTENDENT'S SECRETARY, THE SUPERINTENDENT HIM/HERSELF, OR THE DIOCESE CONTACT NOW RESPONSIBLE FOR NAEP.

IF PACKAGE HAS BEEN RECEIVED:

"I'm so glad to hear that (NAME) has received the package. I'd like to speak with him/her concerning the arrangements for the assessment in your diocese."

IF PERSON WITH WHOM YOU ARE DIRECTED TO SPEAK IS NOT AVAILABLE:

"When would you suggest that I try reaching him/her?"

"Would you please let him/her know that I've called and that it concerns the National Assessment of Educational Progress. S/he may be more familiar with the term NAEP - N-A-E-P."

"I'd like to leave my name again, (YOUR NAME), and my phone number just in case you or (SUP'T NAME) should have a question before I call again. My number is (YOUR PHONE NUMBER). Please feel free to call that number collect. May I have your name please?"

"Thank you so much for your help. I'll be looking forward to speaking with you again when I call back."

IF DIRECTED TO SPEAK WITH ANOTHER DIOCESE OFFICIAL ABOUT THE DETAILS OF NAEP BUT INSTRUCTED TO "CHECK IN" WITH THE SUPERINTENDENT FIRST:

"Hello, (SUPERINTENDENT'S NAME). This is (YOUR NAME) from the National Assessment of Educational Progress - NAEP, commonly known as the Nation's Report Card. I understand from (SECRETARY) that you have given the NAEP materials to (OTHER DIOCESE OFFICIAL) but that you wanted to speak with me before I contact him/her."

IF SPEAKING WITH "OTHER DIOCESE OFFICIAL":

"Hello (OFFICIAL'S NAME), this is (YOUR NAME) from the National Assessment of Educational Progress - NAEP - commonly known as the Nation's Report Card. (SUPT. NAME) asked me to call you to discuss the details of NAEP in your diocese. I believe you've received the package of materials containing the list of schools selected to participate in the 2003 assessment."

IF MATERIALS NOT RECEIVED, ADAPT REMAILING SCRIPT AND MAKE APPOINTMENT TO CALL BACK.

2. COVER KEY POINTS ABOUT ASSESSMENT

"I'm calling to see if you've had a chance to review the NAEP materials. I'd like to discuss what is involved for schools participating in the 2003 assessment, answer any questions you may have, and also talk about how you would like us to proceed in contacting your schools."

"Would this be a good time to discuss this (it will take about 15 minutes) or would you prefer that I call back later today? If you have the package handy, you might want to look at the Summary of Activities as I review them."

" Assessments will be administered by NAEP staff during the period from January 27 through March 7, 2003. We usually work with the schools to choose a date that is convenient and doesn't conflict with other testing or school activities. We do ask, however, that schools compile a list of eligible students prior to the assessment.

* At most grade 4 schools, NAEP will assess all eligible students.
* At Grade 8, up to 62 students will be assessed.
* At most Grade 12 schools, NAEP will assess all students.

* At Grades 4, 8, and 12, each student will be assessed in either reading or mathematics. Assessments will take 90 minutes of each student's time.

* In addition, there are short questionnaires for the principal and subject area teachers of the sampled students to fill out for Grade 4 and 8 schools. These questionnaires ask about school characteristics and teaching practives. Teachers of selected students with disabilities (SD) or limited English proficiency (LEP) may also receive a questionnaire to be completed about those students.

* We know how very busy your schools and teachers are, so we will send **all** questionaires to the school at least two weeks before the assessment and pick up the completed questionnaires on assessment day. Teachers and principals may complete their questionnaires online, if they wish.

* We ask schools to appoint a staff member to work with NAEP staff with in-school arrangements."

"Do you have any questions?"

3. DISCUSS MY SCHOOL WEB SITE

"Now I would like to discuss the My School web site that you may be interested in. My School is a web-based tool developed by NAEP for participating schools to guide them through the assessment administration process and to make NAEP information available at a time that is convenient. You might have seen the My School brochure in your mailing and also the instructions for registering for My School in the Summary of Activities. Schools can view their own web page, stay current with assessment activities, download NAEP reports and documents, access the NAEP web site, email their NAEP representative, and also send their grade list by E-File."

"(SUPT'S OR DIOCESE CONTACT'S NAME), if you wish to have access to the My School web pages for your school(s) in your diocese, the procedure is very simple. If you will look at the List of Selected Schools you received in your NAEP mailing, we have identified your 7-digit NAEP ID which will be your My School User ID. Have you located your User ID on your list?"

"You will register for My School by going to www.mynaep.org and entering your 7-digit My School User ID and the word "guest (g-u-e-s-t)" as the password. You will immediately see your permanent password on the screen that you will use from then on to access My School anytime you wish."

"If anyone else in your diocese office wishes to also have access to My School, they may follow the same procedure as you by logging onto My School and entering your My School User ID. There is no limit to the number of people in your diocese office who can sign up for My School."

"Do you have any questions about My School?"

4. DISCUSS AVAILABILITY OF CATHOLIC SCHOOL DATA

"(SUPT'S/DIOCESE CONTACT'S NAME), before I continue, I wanted to mention the availability of NAEP data for Catholic schools that might interest you. As you see in the second column of the first page of the Summary of Activities, at the request of private school organizations, data in 2000 and 2002 were provided for the private school community as a whole and with breakdowns by Catholilc, Lutheran, Conservative Christian, and other private schools. In 2003 we are going to have a breakout by Catholic and other nonpublic schools in reading and mathematics. You might be interested in logging onto the web site at the address shown and view the 2000 and 2002 data now, and then after August 2003 view the 2003 data."

5. DISCUSS SCHOOLS' OPTIONS FOR PROVIDING GRADE LISTS

"To return to your schools' assessments, each of your schools will provide NAEP with a list of all grade-eligible students for sampling and will have 3 options for providing the list:

Option 1 is for the school to send an electronic file of all grade-eligible students. Students will then be randomly selected, and all assessment paperwork will be prepared. The grade list will be sent electronically through the My School web site using the easy E-File program.

Option 2 is for the school to fax or mail a hardcopy list of all grade-eligible students to a NAEP Field manager in order that the student sample can be selected and all paperwork be prepared.

Option 3 is for the school to provide a hardcopy list of all grade-eligible students for the NAEP Representative to select the student sample while at the school at least two weeks before the assessment.

I will discuss these three options during my conversation with each school."

(RECORD INFORMATION ON RECORD OF CONTACT--DISTRICT LEVEL.)

"Do you have any questions about anything we've discussed?"

6. PROTOCOL FOR NOTIFYING SCHOOLS

"I think we've covered all the main points. What is the protocol for contacting the schools in your diocese?"

"Many diocese prefer to initially notify the schools of their involvement in NAEP. Would you like me to wait until you've had the opportunity to contact the principals **before** I make my call to them? (IF YES) "By (DAY AND DATE), would you have enough time to contact your school(s) so that I may begin my calls, or would you like me to call you back before I proceed?"

"Before I contact each of the schools to discuss the details of the assessment, I will mail information to the principals similar to that which you received."

7. UPDATE AND DISCUSS LIST OF SELECTED SCHOOLS	"Your package of materials included the list of schools in your diocese selected to participate in NAEP. I would like to verify if there are any changes in the principal or school addresses. If you would like, I can call your secretary back, and she can review the list with me."
8. CLOSING AND THANK YOU	"Thank you very much for your time today, (SUPT/DIOCESE OFFICIAL'S NAME). (I realize how busy you are so I am especially appreciative of your help in notifying your schools of their selection to participate in NAEP.) Please feel free to call me collect at (YOUR PHONE NUMBER) if I can be of any help. (I can also provide you with my Email address if that would be more convenient.) We look forward to working with your schools!"
(To be asked of secretary, if you were unable to find out this information on the internet or in a call to the diocese office.)	"Can you provide me with the dates of any school closings between mid-January and mid March?"

* UPDATE DIOCESE AND SCHOOL INFORMATION, RECORD CHANGES IN SUPERINTENDENT NAME, DIOCESE ADDRESS, AND PHONE NUMBER ON RECORD OF CONTACT--DIOCESE AND IN THE SCS. RECORD CHANGES IN SCHOOL NAMES, PRINCIPAL NAMES, ADDRESS AND PHONE NUMBER ON THE SCHOOL CONTROL FORM, RECORD OF CONTACT-SCHOOL, AND IN THE SCS.

9. IF AN IN-PERSON VISIT IS REQUESTED BY THE DIOCESE <u>OR</u> IF YOU SENSE THAT A DIOCESE WILL REFUSE WITHOUT MORE INFORMATION, DISCUSS THE DATE, TIME, AND LOCATION OF THE MEETING. DETERMINE HOW SCHOOL PRINCIPALS WILL BE NOTIFIED AND BY WHOM.

APPENDIX F

EXAMPLE SCHOOL PHONE CALL

EXAMPLE PHONE CALL TO CATHOLIC AND OTHER NONPUBLIC SCHOOLS

The materials you will need as you talk with the principal/school coordinator are: School Control Form, Log of Schools, completed Record of Contact-Diocese Level, blank Record of Contact-School Level, My School Brochure, current printout of your Online Assessment calendar, Summary of Activities, Instructions for Preparing a List of Students, and Refusal Form.

<u>BEFORE EVERY CALL TO A SCHOOL</u>, log onto your Online Assessment Calendar to verify no assessment date changes have been made since your last phone call.

1. MAKING CONTACT

"Hello, this is (YOUR NAME) from the National Assessment of Educational Progress, NAEP. I would like to speak with (PRINCIPAL'S NAME) about the assessment in your school."

IF SPEAKING TO THE PRINCIPAL:

"Hello, (PRINCIPAL'S NAME), this is (YOUR NAME) from the National Assessment of Educational Progress - NAEP - commonly known as The Nation's Report Card." (IF A CATHOLIC SCHOOL: "_____ at the diocese office said s/he would let you know to expect my call.") I recently sent you a packet of information about the NAEP 2003 assessment. I'd like to talk with you about NAEP and answer any questions you may have."

IF DIRECTED TO SPEAK WITH ANOTHER STAFF MEMBER:

"(PRINCIPAL'S NAME), would you like an overview of NAEP before I speak with (STAFF MEMBER) about the details of the assessment, or would you prefer me to speak directly to (STAFF MEMBER)?"

IF THE PRINCIPAL REQUESTS A GENERAL OVERVIEW, SKIP TO "2". THEN ASK IF YOU MAY CONTACT THE STAFF MEMBER APPOINTED AS SCHOOL COORDINATOR.

IF SPEAKING WITH SCHOOL COORDINATOR:

"Hello, (SCHOOL COORDINATOR'S NAME), this is (YOUR NAME) from NAEP. I understand that (PRINCIPAL'S NAME) has appointed you to serve as the school coordinator for the National Assessment of Educational Progress this year. I'd like to talk to you about the assessment details and review materials sent to the principal. Has s/he passed them on to you, or should I send another set?" DETERMINE THE STATUS OF YOUR INITIAL MAILING TO THE SCHOOL. IF THE MATERIALS ARE UNAVAILABLE, TELL THE SCHOOL COORDINATOR THAT YOU WILL MAIL HIM/HER A SET OF MATERIALS, OR YOU CAN HAVE A SET FAXED TO HIM/HER. SET AN APPOINTMENT TO CALL BACK AFTER THE MATERIALS ARE RECEIVED AND WHEN THE SCHOOL COORDINATOR WILL BE ABLE TO TALK FOR 15-20 MINUTES.

IF SCHOOL COORDINATOR HAS NAEP MATERIALS:	"Would this be a good time for us to discuss the details of the assessment and to review the materials, or do you need me to call you back later today?" "As I cover the key points about the assessment, it may be helpful to follow along using the Summary of Activities."
2. INTRODUCTION	"During the 2002-2003 school year, NAEP will be conducting assessments nationally in the subject areas of Reading and Mathematics. The data from these assessments reflect student progress that has been made in these subjects and grades across the nation as a whole and in separate regions of the country. NAEP is able to provide this valuable data without identifying schools, districts, or students."
(Determine Current Grade Enrollment)	"Let me take just a minute to update the information for your school. How many students are enrolled in [SAMPLED GRADE(S)]?"
3. REVIEW SCHOOL CONTROL FORM	**<u>4th GRADE ONLY:</u>** (IF THE ENROLLMENT IS 62 STUDENTS OR LESS, SAY): "Based on your enrollment, we are scheduled to assess all your students in 4th grade." (IF THE ENROLLMENT IS MORE THAN 62 STUDENTS BUT LESS THAN 120 STUDENTS, SAY): "Based on your enrollment, you can choose to have **all** students selected, with the assessments conducted in their intact classrooms. What is your school's choice?" (FOR ALL SCHOOLS LARGE ENOUGH TO HAVE TWO CLASSROOMS, SAY): "So that we can correctly place your students in their intact classrooms on our assessment session lists, please be sure that the home room number or other home room indicator is included for each student on your grade list provided to NAEP." (FOR ALL 4TH GRADE SCHOOLS, SAY): "How many 4th grade teachers teach language arts and mathematics?" (PLEASE NOTE THAT LANGUAGE ARTS AND MATH QUESTIONS ARE IN THE SAME QUESTIONNAIRE, SO YOU ARE TRYING TO DETERMINE THE TOTAL NUMBER OF TEACHERS WHO TEACH EITHER SUBJECT.)

8TH GRADE SCHOOLS:
(IF THE ENROLLMENT IS 62 STUDENTS OR LESS, SAY): "Based on your enrollment, we are scheduled to assess all your students in 8th grade."

(IF THE ENROLLMENT IS MORE THAN 62 STUDENTS, SAY): "Based on your enrollment, we are scheduled to assess 62 of your students in 8th grade."

(FOR ALL 8TH GRADE SCHOOLS, SAY): "How many 8th grade teachers teach language arts, and how many teach mathematics?" (THERE ARE TWO QUESTIONNAIRES AT 8TH GRADE--LANGUAGE ARTS AND MATH, SO WE ARE TRYING TO DETERMINE HOW MANY OF EACH QUESTIONNAIRE NEED TO BE SENT TO THE SCHOOL.)

12TH GRADE SCHOOLS:
(IF THE ENROLLMENT IS 136 STUDENTS OR LESS, SAY): "Based on your enrollment, we are scheduled to assess all of your students in 12th grade."

(IF THE ENROLLMENT IS MORE THAN 136 STUDENTS, SAY): "Based on your enrollment, we are scheduled to assess 136 of your students in 12th grade."

(ALL grades)

"Each student will be assessed in either Reading or Math. The sessions will take about 90 minutes to administer. The NAEP staff will bring all required materials to your school on the day of the assessment, conduct the assessment, and take away all of the materials with them when they leave. All student and teacher names will be removed from the assessment materials **before** they leave the school."

DETERMINE IF YEAR-ROUND SCHOOL

"Is this a year-round school?" IF YES:

"What percentage of students in (GRADE SAMPLED) will be off-track, or not in attendance on the assessment date?

(RECORD ABOVE INFORMATION ON THE SCHOOL CONTROL FORM, RECORD OF CONTACT-SCHOOL, AND IN THE SCS.)

5. DISCUSS MY SCHOOL WEB SITE

"In a few minutes I will review the tasks that (you as) the School Coordinator will be responsible for. However, first I would like to tell you about the My School web site that you and your other school staff might be interested in."

"My School is a web-based tool developed by NAEP that participating schools to guide them through the assessment administration process and to make NAEP information available at a time that is convenient. You might have noticed the My School brochure that was included in your mailing. Your school will view your very own secure web page and can update your school's information. You can stay current with your school's NAEP activities through the presentation of frequently asked questions and answers, current forms to download, and even a chat in which you can participate. Through My School you can email your NAEP representative, download NAEP reports, print parent letters, access the NAEP web site, and send an electronic (E-File) of your student grade list to NAEP."

(Important to note for E-File discussion since internet access is required.)

"Does your school have internet access?"
(IF NOT, SAY:) "You can access your My School web site through any email address, perhaps a personal email address. However, I do want to assure you that schools that do not have email or do not wish to access this site will receive all their NAEP information. This is just a communication tool to make NAEP information more accessible and to provide schools with detailed information about the NAEP assessment process."

(For schools with no internet access, determine if you should continue discussing My School from the reaction of the school coordinator so far.)

"(SCHOOL COORDINATOR'S NAME), if you wish to have access to your school's own web site, the procedure is very simple. If you will look at your letter I sent in your NAEP mailing, I identified your school's My School user ID in that letter. You can log onto My School by using the web site address provided in the My School brochure, and then you will enter your User ID on the opening screen, along with the word "guest (g-u-e-s-t)" as the password. You will immediately see your permanent User ID on the screen that you will use from then on to access your school's web site anytime you wish."

"If your ___ grade teachers and other staff would also like to have access to My School, they simply follow the same procedures as you, by logging onto My School and entering your School User ID and password. There is no limit to the number of staff who can register for My School."

"Do you have any questions about My School?"

6. REVIEW SCHOOL COORDINATOR'S RESPONSIBILITIES

"Now that I've told you about the My School web site, I would like to discuss the tasks (that you, as) the School Coordinator will be responsible for..."

* "The first task is to provide a list of all students enrolled in your ___ grade in order for NAEP to select the student sample. Student names, birthdays, sex, and race/ethnicity are needed for sampling, as well as identifying students having a disability (SD) or who have an Individualized Education Plan (IEP), and those classified as Limited English Proficient (LEP). Homeroom is required if your assessments will be conducted in intact classrooms. Title I students and students' participation status in the National School Lunch Program are option at this time."

3 OPTIONS TO PROVIDE GRADE LIST

"This year your school has the choice of 3 options to provide your list of grade-eligible students for sampling:

Option 1 is for your school to send an electronic file of all grade-eligible students through your own secure My School web site using the process called E-File.

Option 2 is for your school to fax or mail a hardcopy list to my NAEP field manager in order that the sample can be selected and all paperwork prepared.

Option 3 is for your school to provide a hardcopy list of all grade-eligible students for your NAEP Representative to select the student sample during a visit to your school prior to your assessment day."

(OPTION 1, OR E-FILE, IS AVAILABLE TO ALL PRIVATE SCHOOLS, BUT YOU SHOULD EXPLAIN THAT OPTION 2 WILL BE EASIER FOR SMALLER PRIVATE SCHOOLS. FOR VERY SMALL PRIVATE SCHOOLS WITH ONLY ONE SESSION, THE AC CAN OBTAIN THE NAMES OF THE STUDENTS ON THE MORNING OF THE ASSESSMENT AS DISCUSSED IN OPTION 3B, RATHER THAN RECEIVING A LIST PRIOR TO ASSESSMENT DAY. IF A SCHOOL IS NOT COMFORTABLE WITH NAMES OF STUDENTS LEAVING THEIR SCHOOL, IMMEDIATELY DISCUSS IN-PERSON SAMPLING DISCUSSED IN OPTION 3A.)

(School chooses option)

"(SCHOOL COORDINATOR), which option do you choose to provide your grade list?"
(SKIP TO THE APPROPRIATE OPTION AND CONTINUE THROUGH THE CONCLUSION OF THE PHONE CALL.)

OPTION 1: SCHOOL SENDS E-FILE

"Before I explain the E-File procedure to you, I need to verify if your grade list is on an Excel file."
(IF YES, SAY:) "Then let's continue with the E-File procedure."
(CONTINUE BELOW)

(IF NO, SAY:) "Unfortunately E-File won't work with your type of file. Would you like to fax or mail your grade list to NAEP?"
(SKIP TO OPTION 2, FAX/MAIL)

(Continue E-File)

"Did you have a chance to read about E-File in the My School brochure? NAEP developed E-file to make it easy and secure for schools, and to provide technical support that is readily available. Let me explain the procedure. You or another staff member who will send your grade list will follow the guidelines in the Instructions for Preparing a List of Students to ensure the grade list file is complete and current. You will then log onto your My School web site and once on the site, click on the E-File link to begin the process. You will follow the easy instructions to download your Excel file and then will answer some questions to ensure that NAEP understands your file. The complete process should take about 20 minutes. If you have questions, you can either email Technical Support through the web site, or call our Technical Support Hotline through our tollfree number of 800-283-6237."

"If you would like more information about E-File, or even to preview it, you can log onto your My School web site. Step 2 on the web site is dedicated to sampling and to E-File, so a great deal of information is available for you."

"Will you be sending the E-File, or will someone else be sending it?" (IF SOMEONE ELSE OTHER THAN SCHOOL COORDINATOR, SAY:) "Will you please give me his/her name and phone number. I would like to talk with him/her to see if s/he has any questions."

"Because we expect to receive so many E-Files from the NAEP 2003 schools, we are asking all schools to send their electronic file at their earliest convenience and before the final date of _____. NAEP can then begin processing the files, start the sampling process, and prepare the paperwork necessary for the 15,000 assessments to be conducted nationwide. Do you know at this time when your electronic file will be sent?"

"I'll check back in a week or so to see if you/the staff member have been able to send your E-File and to see if you have any questions. We want to do everything we can to make your E-File process easy!"

(ENTER ALL INFORMATION ON RECORD OF CONTACT--SCHOOL, ON SCF, AND IN SCS.)

6. REVIEW SCHOOL COORDINATOR'S RESPONSIBILITIES (continued)

"Continuing with the tasks that (you as) the School Coordinator will be responsible for..."

* "At least two weeks prior to your assessment, you will receive a mailing from NAEP that will include a list of students selected for (all of) your assessment sessions(s). An instruction sheet will be included to help with preparations for your assessment. You will also receive a new enrollment form making it possible to add new students who have enrolled since we received your grade list."

* "You will be asked to identify any SD or LEP students selected for your assessment who your school determines cannot be included in your assessment. You will also identify any SD or LEP students who can be included in your assessment but require an accommodation, and you will identify what that accommodation will be."

* "The NAEP Representative working with your school will call you shortly after you receive your mailing, and s/he will discuss with you any students you determine cannot be included or require accommodations."

* "The NAEP Representative will also discuss the final arrangements for the assessment with you such as the classrooms to be used and whether sessions will be conducted sequentially or concurrently. I have taken detailed notes of our discussion today regarding how your sessions will be conducted, and I will pass them on to your NAEP Representative for reference."

(12th grade schools will only receive SD/LEP questionnaires--no teacher or principal questionnaires.)

* "As part of the NAEP assessments, we ask you to distribute and collect an assessment questionnaire for the principal and each subject area teacher of the assessed students. There is also a questionnaire to be completed for each student identified as SD/LEP. You will receive all questionnaires to be completed in your mailing from NAEP. We will collect these questionnaires on the day of your assessment. This year teachers and principals may complete their questionnaires online, if they wish, rather than completing the hard copy."

* "It is critical to the success of NAEP that you and the NAEP Representative work together to ensure high student attendance on assessment day. NAEP has prepared Teacher Notification Letters and Student Appreciation Certificates to help in this process. The method of informing students and teachers about the assessment will be discussed during the call with your NAEP Representative."

* "By law, parents of children selected to participate in NAEP must be informed before the administration of the assessment that their child may be excused from participation for any reason, is not required to finish the assessment, and is not required to answer any test question. Your NAEP Representative will provide sample letters for your use in informing your parents."

7. ESTABLISH ASSESSMENT DATE

"NAEP Staff will be in your area on (PRE-PLANNED (ASSESSMENT DATE FOR THIS SCHOOL). Would (DAY AND DATE) be a good assessment date for your school?"
(MAKE ADJUSTMENTS TO DATE AS NEEDED. RECORD ASSESSMENT DATES IN SUPERVISOR LOG, SCHOOL CONTROL FORM, RECORD OF CONTACT--SCHOOL, AND IN IN YOUR SCS.)

"Since we've covered so much, is there anything you would like to review? If you have any questions before you hear from us again, please call me at (PHONE NUMBER). [IF SCHOOL HAS EMAIL, SAY, "You can also email me at (EMAIL ADDRESS) with any questions."] Thank you so much for your time today!"

OPTION 2: SCHOOL FAXES OR MAILS GRADE LIST

"You can prepare your list of all students in your ___ grade by printing out a list of students from your database or by preparing a list using the Instructions for Preparing a List of Students form. You can then fax or mail the list to my Field Manager. We will then conduct the sampling and select the students to be assessed and to prepare all the paperwork for your assessment."

(If a larger school refuses to fax or mail the list)

(IF A LARGER SCHOOL REFUSES TO FAX OR MAIL THE LIST, SAY:) "We will have NAEP staff available to conduct the sampling at your school prior to your assessment. Let me discuss with you what will be involved. **[SKIP TO OPTION 3A: IN-PERSON SAMPLING (LARGE SCHOOL)]**

(If a small private school refuses to fax or mail list)

(IF A SMALL PRIVATE SCHOOL REFUSES TO FAX OR MAIL LIST, SAY:) "NAEP staff can come to your school early on the morning of the assessment and prepare all paperwork prior to the assessment so that all activities can be completed in one day. Let me tell you more about this." **[SKIP TO OPTION 3B: IN-PERSON SAMPLING (SMALL SCHOOL)]**

(Discuss fax/mail)

"If you have your NAEP mailing close by, please locate the Instructions for Preparing a List of Students to see if you have any questions about what to include on your grade list. Do you have any questions?"

(IF NO QUESTIONS, OR AFTER YOU ANSWER HIS/HER QUESTIONS, SAY) "Would you prefer to fax or mail your grade list to me?"

(IF MAIL, SAY) "After you have prepared the list, please send it to my Field Manager at his/her address which is (NAME, ADDRESS, CITY, STATE, AND ZIP CODE.) (If you register for My School, you wil also find his/her name and address on the web site.)"

(IF FAX, SAY) "After you have prepared the list, please fax it to my Field Manager, _____, at his/her fax number which is _____. Please be sure to include a cover sheet with your name, phone number, the name of your school, and the grade level. (If you register for My School, you will find his/her name and fax number on the web site.)

6. REVIEW SCHOOL COORDINATOR'S RESPONSIBILITIES (Continued)

"Continuing with the tasks that (you as) the School Coordinator will be responsible for..."

* "At least two weeks prior to your assessment, you will receive a mailing from NAEP that will include a list of students selected for (all of) your assessment session(s). An instruction sheet will be included to help with preparations for your assessment. You will also receive a new enrollment form making it possible to add new students who have enrolled since we received your grade list."
* "You will be asked to identify any SD or LEP students selected for your assessment who your school determines cannot be included in your assessment. You will also identify any SD or LEP students who can be included in your assessment but require an accommodation, and you will identify what that accommodation will be."

* "The NAEP Representative working with your school will call you shortly after you receive your mailing, and s/he will discuss with you any students you determine cannot be included or any requiring accommodations."

* "The NAEP Representative will also discuss the final arrangements for the assessment with you such as the classrooms to be used and whether sessions will be conducted sequentially or concurrently. I have taken detailed notes of our discussion today regarding how your sessions will be conducted, and I will pass them on to your NAEP Representative for reference."

(12th grade schools will only receive SD/LEP questionnaires--no teacher or principal questionnaires.)

* "As part of the NAEP assessments, we ask you to distribute and collect an assessment questionnaire for the principal and each subject area teacher of the assessed students. There is also a questionnaire to be completed for each student identified as SD/LEP. You will receive all questionnaires to be completed in your mailing from NAEP. We will collect these questionnaires on the day of your assessment. This year teachers and principals may complete their questionnaires online, if they wish, rather than completing the hard copy."

* "It is critical to the success of NAEP that you and the NAEP Representative work together to ensure high student attendance on assessment day. NAEP has prepared Teacher Notification Letters and Student Appreciation Certificates to help in this process. The method of informing students and teachers about the assessment will be discussed during the call with your NAEP Representative."

* "By law, parents of children selected to participate in NAEP must be informed before the administration of the assessment that their child may be excused from participation for any reason, is not required to finish the assessment, and is not required to answer any test question. Your NAEP Representative will provide sample letters for your use in informing your parents."

(RECORD ALL INFORMATION ON THE RECORD OF CONTACT--SCHOOL, SCHOOL CONTROL FORM, AND IN THE SCS)

7. ESTABLISH ASSESSMENT DATE

"NAEP Staff will be in your area on (PRE-PLANNED (ASSESSMENT DATE FOR THIS SCHOOL). Would (DAY AND DATE) be a good assessment date for your school?"
(MAKE ADJUSTMENTS TO DATE AS NEEDED. RECORD ASSESSMENT DATES IN SUPERVISOR LOG, SCHOOL CONTROL FORM, RECORD OF CONTACT--SCHOOL, AND IN IN YOUR SCS.)

"Since we've covered so much, is there anything you would like to review? If you have any questions before you hear from us again, please call me at (PHONE NUMBER). [IF SCHOOL HAS EMAIL, SAY, "You can also email me at (EMAIL ADDRESS) with any questions."] Thank you so much for your time today!"

OPTION 3: CONDUCT IN-PERSON SAMPLING

3A. For larger schools for which sampling must be completed prior to assessment day.

(Please see Option 3B for smaller schools with only one session for which sampling will be conducted prior to the assessment on the same day.)

"Since you do not wish to have the names of your students leave your school, a NAEP Represenative will visit your school to select the students to be assessed and to finalize arrangements for the assessment. You will be asked to prepare a current list of all students in your ____ grade which can be computer-generated or by using the Instructions for Preparing a List of Students included in your NAEP mailing. The students to be assessed will be randomly selected, and you will be provided with a list of the selected students."

"We will work with you to identify any students who the school determines cannot be included in the assessment. The NAEP Representative will provide criteria for inclusion to help make that determination. We will also work with you to finalize all arrangements such as what space is available for conducting sessions and whether sessions will be conducted sequentially or concurrently."

"As part of the NAEP assessments, we ask you to distribute and collect an assessment questionnaire for the principal and each subject area teacher of the assessed students. There is also a questionnaire to be completed for each student identified as SD/LEP. We wil collect these questionnaires on the day of the assessment. This year teachers and principals may complete their questionnaires online, if they wish, rather than completing the hard copy."

"It is critical to the success of NAEP that you and the NAEP Representative work together to ensure high student attendance on assessment day. The method of informing students and teachers about the assessment will be discussed by you and your NAEP Representative."

"By law, parents of children selected to participate in NAEP must be informed before the administration of the assessment that their child may be excused from participation for any reason, is not required to finish the assessment, and is not required to answer any test question. Your NAEP Representative will provide sample letters for your use in informing your parents."

(RECORD ALL INFORMATION ON RECORD OF CONTACT–SCHOOL, SCF, AND IN SCS)

7. ESTABLISH ASSESSMENT DATE	"NAEP Staff will be in your area on (PRE-PLANNED (ASSESSMENT DATE FOR THIS SCHOOL). Would (DAY AND DATE) be a good assessment date for your school?" (MAKE ADJUSTMENTS TO DATE AS NEEDED. RECORD ASSESSMENT DATES IN SUPERVISOR LOG, SCHOOL CONTROL FORM, RECORD OF CONTACT--SCHOOL, AND IN IN YOUR SCS.)
(If the school is in your vicinity, you may sample now.)	"(SCHOOL COORDINATOR), I explained that we would visit your school prior to your assessment day to select the students to be assessed. If you would like, I would be glad to make an appointment to visit your school in the next few weeks in order to complete the sampling process. Then approximately two weeks before your assessment, your NAEP Representative will obtain a list from you of any newly enrolled students in the selected grade, and some of these students may also be assessed. Would you like to make an appointment to conduct the sampling?" (IF YES, MAKE THE APPOINTMENT AND DISCUSS THE STUDENT DATA REQUIRED TO CONDUCT THE SAMPLING, PER THE INSTRUCTIONS FOR PREPARING A LIST OF STUDENTS FORM.) (IF NO, SAY:) "Would you rather wait and have your NAEP Representative visit your school to conduct the sampling closer to your assessment date?" "Since we've covered so much, is there anything you would like to review? If you have any questions before you hear from us again, please call me at (PHONE NUMBER). [IF SCHOOL HAS EMAIL, SAY, "You can also email me at (EMAIL ADDRESS) with any questions."] Thank you so much for your time today!"

OPTION 3: CONDUCT IN-PERSON SAMPLING

3B. For small schools with only one session to be conducted. Sampling is completed on the same day, prior to the assessment.

"At least two weeks prior to your assessment, your NAEP Representative will call you to discuss arrangements for your assessment and will ask you to provide a current list of all students enrolled in your ____ grade on the day of the assessment."

"On the day of your assessment, the NAEP Representative will arrive at your school approximately 2 hours prior to your assessment. The representative will prepare the assessment booklets and paperwork from the current list of students you provided and answer any questions you or your staff may have. NAEP staff will then conduct the assessment and will return the completed assessment booklets to NAEP."

"As part of the NAEP assessments, the NAEP Representative will leave an assessment questionnaire for the principal and each subject area teacher of the assessed students. There is also a questionnaire to be completed for any students identified as SD/LEP. The NAEP Representative will discuss whether you will mail the completed questionnaires or if NAEP staff will pick them up at a later date. This year teachers and principals may complete their questionnaires online, if they wish, rather than completing the hard copy."

"By law, parents of children selected to participate in NAEP must be informed before the administration of the assessment that their child may be excused from participation for any reason, is not required to finish the assessment, and is not required to answer any test questions. Your NAEP Representative will provide sample letters for your use in informing your parents."

(RECORD ALL INFORMATION ON RECORD OF CONTACT--SCHOOL, SCHOOL CONTROL FORM, AND IN THE SCS)

7. ESTABLISH ASSESSMENT DATE

"NAEP Staff will be in your area on (PRE-PLANNED (ASSESSMENT DATE FOR THIS SCHOOL). Would (DAY AND DATE) be a good assessment date for your school?" (MAKE ADJUSTMENTS TO DATE AS NEEDED. RECORD ASSESSMENT DATES IN SUPERVISOR LOG, SCHOOL CONTROL FORM, RECORD OF CONTACT--SCHOOL, AND IN IN YOUR SCS.)

"Since we've covered so much, is there anything you would like to review? If you have any questions before you hear from us again, please call me at (PHONE NUMBER). [IF SCHOOL HAS EMAIL, SAY, "You can also email me at (EMAIL ADDRESS) with any questions."] Thank you so much for your time today!"