

**APPENDIX G**

**RECORD OF CONTACTS - DIOCESE**

Supervisor: \_\_\_\_\_

Region: \_\_\_\_\_ Area: \_\_\_\_\_

Cooperation Status: \_\_\_\_\_

NAEP Diocese ID: \_\_\_\_\_

### 2003 MAIN NAEP ACTIVITIES RECORD OF CONTACT - DIOCESE

Diocese: \_\_\_\_\_

No. Schools Sampled for: 4th \_\_\_\_\_

8th \_\_\_\_\_

12th \_\_\_\_\_

Diocese Official's Name: \_\_\_\_\_

Diocese Official's Title: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

Facsimile : (\_\_\_\_\_) \_\_\_\_\_  
Area Code

Secretary: \_\_\_\_\_

<p>Is the information accurate as it appears in the Log of Schools? <b>CHECK ONE</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If <b>NO</b>, enter new information:</p> <p>Superintendent: _____</p> <p>Mailing Address: _____</p> <p>_____</p> <p>Telephone: (_____) _____ <small>Area Code</small></p>
--

### RECORD OF CALLS

<p>DATE/TIME PERSON CONTACTED AND TITLE</p>	<p>OUTCOME OF CALL:</p>
<p>DATE/TIME PERSON CONTACTED AND TITLE</p>	<p>OUTCOME OF CALL:</p>
<p>DATE/TIME PERSON CONTACTED AND TITLE</p>	<p>OUTCOME OF CALL:</p>

**RECORD OF CALLS (Continued)**

<p><b>DATE/TIME PERSON CONTACTED AND TITLE</b></p>	<p><b>OUTCOME OF CALL:</b></p>
<p><b>DATE/TIME PERSON CONTACTED AND TITLE</b></p>	<p><b>OUTCOME OF CALL:</b></p>
<p><b>DATE/TIME PERSON CONTACTED AND TITLE</b></p>	<p><b>OUTCOME OF CALL:</b></p>
<p><b>DATE/TIME PERSON CONTACTED AND TITLE</b></p>	<p><b>OUTCOME OF CALL:</b></p>
<p><b>DATE/TIME PERSON CONTACTED AND TITLE</b></p>	<p><b>OUTCOME OF CALL:</b></p>



- Arranging for suitable space
- Notifying parents
- Notifying teachers and students
- Ensure students' attendance
- List(s) of students in selected grade(s)
- Information on selected students: DOB, sex, race/ethnicity, SD/LEP status, and homeroom locator (4<sup>th</sup> Grade only) [Optional: Title I Status, National School Lunch Program participation]

5. **Discuss "My School" e-mail/website:**

6. **Willingness to cooperate:**  Yes  
 No → Complete Refusal Report Form

6(a) Any cooperation issues?  Yes  
 No

7. **Procedure to follow in contacting schools:**

7(a) Will diocese contact schools?

CHECK ONE

Yes -- How? \_\_\_\_\_

Date when schools may be contacted by Westat: \_\_\_\_\_

No -- Date when Westat may contact schools directly: \_\_\_\_\_

7(b) Who should NAEP contact at each school?

School Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date to Contact: \_\_\_\_\_

Date to Contact: \_\_\_\_\_

School Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date to Contact: \_\_\_\_\_

Date to Contact: \_\_\_\_\_

School Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date to Contact: \_\_\_\_\_

Date to Contact: \_\_\_\_\_

School Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date to Contact: \_\_\_\_\_

Date to Contact: \_\_\_\_\_

School Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date to Contact: \_\_\_\_\_

Date to Contact: \_\_\_\_\_

7(c) Any special instructions for contacting individual schools?

---



---



---



---



---



---

**COMMENTS:**

---



---



---



---



---



---



---



---



---



---



---



---

**APPENDIX H**

**RECORD OF CONTACTS - SCHOOL**

Supervisor: \_\_\_\_\_

Region: \_\_\_\_\_ Area: \_\_\_\_\_

Cooperation Status: \_\_\_\_\_

NAEP School ID: \_\_\_\_\_

**2003 MAIN NAEP ACTIVITIES  
RECORD OF CONTACT - SCHOOL**

**CHECK WHEN CONTACT ESTABLISHED:**     **School Principal**     **School Coordinator**

School: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

Facsimile: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

District: \_\_\_\_\_

School Principal: \_\_\_\_\_

School Coordinator: \_\_\_\_\_  
Name and Title

Secretary: \_\_\_\_\_

Is the information as it appears on the SCF accurate?

**CHECK ONE**                       Yes     No

If NO, enter new information:

Principal: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

**Willingness to cooperate.**

1(a) Assessment date scheduled for: \_\_\_\_\_    **RECORD ON SCF AND IN SCS**

1(b) Sampling type: (CIRCLE ONE)    **RECORD ON SCF AND IN SCS**  
**Electronic      Fax/Mail      In School**

**Who will assume role of School Coordinator?**

School Principal

Other:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
Area Code                      Area Code

E-mail address: \_\_\_\_\_

**Have spoken with the School Coordinator:**     Yes     No

# RECORD OF CALLS

<p>DATE/TIME PERSON CONTACTED AND TITLE</p>	<p>OUTCOME OF CALL:</p>
<p>DATE/TIME PERSON CONTACTED AND TITLE</p>	<p>OUTCOME OF CALL:</p>
<p>DATE/TIME PERSON CONTACTED AND TITLE</p>	<p>OUTCOME OF CALL:</p>
<p>DATE/TIME PERSON CONTACTED AND TITLE</p>	<p>OUTCOME OF CALL:</p>
<p>DATE/TIME PERSON CONTACTED AND TITLE</p>	<p>OUTCOME OF CALL:</p>

**REVIEW ITEMS 1-11 WITH SCHOOL PRINCIPAL OR SCHOOL COORDINATOR.  
IF DISCUSSED WITH SOMEONE OTHER THAN THE PERSON NAMED ON PAGE 1, SPECIFY BELOW.**

The following issues were discussed with:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ASK PRINCIPAL/SCHOOL COORDINATOR TO REFER TO SUMMARY OF NAEP ACTIVITIES.**

**CHECK BOX AS ITEM IS DISCUSSED. IF NOT DISCUSSED, INDICATE REASON.**

**NOTE: REVIEW SCF, LOG OF SCHOOLS, AND RECORD OF CONTACT – DIOCESE BEFORE MAKING CALL TO SCHOOL.**

1. **Discuss type(s) of sessions to be conducted (from SCF).**  
**COMMENTS:**

2. **Confirm enrollment in sampled grade.**

**RECORD ON SCF AND IN SCS**

Grade 4 \_\_\_\_\_

Grade 8 \_\_\_\_\_

Grade 12 \_\_\_\_\_

3. **Discuss estimated number of students/sessions to be assessed in the school (from SCF).**

Students

Sessions

**If grade 4: If grade has fewer than 121 students does the school wish to assess ALL students?**  
Yes \_\_\_\_\_ No \_\_\_\_\_

4. **Discuss time required to conduct the assessment.**  
**COMMENTS:**

5. **Discuss the options of sampling and the necessity of completing the “Instructions for Preparing a List of Students”**

5(a) School will send file electronically.

**RECORD ON SCF AND IN SCS**

5(a1) Discuss sampling procedure.

5(a2) Ask for person's name and telephone number who is in charge of the electronic files.

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

5(a3) Date file to be sent \_\_\_\_\_ Date file current as of \_\_\_\_\_

5(a4) Discuss supplemental sampling to be done at sampling visit. → Q.7

5(b) School will provide hardcopy of the student list by fax or mail.

5(b1) Date list to be sent \_\_\_\_\_

5(c) School will not release student names. Sampling visit will be required.

6. **Discuss sampling procedure.**

**COMMENTS:**

7. **Discuss School Questionnaires:**

7(a) Distribution and collection of School Questionnaire (Grades 4 and 8).

7(b) Distribution and collection of SD/LEP Questionnaire(s).

7(c) Distribution and collection of Teacher Questionnaire(s) (Grades 4 and 8).

If grade 4: Number of teachers who teach both language arts and mathematics \_\_\_\_\_

Number of teachers who teach mathematics only \_\_\_\_\_

Number of teachers who teach language arts only \_\_\_\_\_

If grade 8: Number of teachers who teach language arts (English/reading/writing) \_\_\_\_\_

Number of teachers who teach mathematics \_\_\_\_\_

8. **Discuss space required to conduct the assessment.**

**COMMENTS:**

9. **Discuss "My School" e-mail/website:**

10. **Discuss Parental Notification:**

11. **Is this a year-round school?**

Yes If "YES", what percent of students in sampled grade are off-track (or not in session) at any given time?  
\_\_\_\_\_

No

**RECORD ON SCF AND IN SCS**

**APPENDIX I**

**INSTRUCTIONS FOR PREPARING A LIST OF STUDENTS**

# NAEP 2003

## Instructions for Preparing a List of Fourth-Grade Students

(Please see reverse side for three methods of preparing your list of students:  
Excel file submitted via Internet or hard copy typed or computer-generated list.)

1. The list must include **ALL** students enrolled in the fourth grade using the most current enrollment records available.
2. Include on the list students who typically may be excluded from other testing programs (such as some students with disabilities or limited English proficiency).
3. If this is a year-round school, please record the following information on the list of students:
  - a) Total enrollment in the fourth grade: \_\_\_\_\_
  - b) Percentage of fourth-grade enrollment that will be off-track (not in attendance) on the assessment date: \_\_\_\_\_
  - c) Indicate on the list which students will be off-track on the assessment date.
4. Please indicate the number of fourth-grade teachers who teach mathematics and/or language arts: \_\_\_\_\_  
(Please include special education with teacher counts.)
5. In most schools a sample of fourth-grade students will be selected. If your school has fewer than 121 fourth-grade students, we can assess **ALL** of them in intact classrooms, if you prefer. Let us know how you want us to assess your fourth-grade students.

Assess **ALL** fourth-grade students \_\_\_\_\_ Assess a sample of fourth-grade students \_\_\_\_\_

5. The following student data are required:
  - Student name (alphabetical)
  - Month and year of birth (MMYY)
  - Sex (\*Codes below)
  - SD status (\*Definition below)
  - LEP status (\*Definition below)
- The following data also will be required of sampled students but may be included for all students now if more convenient:
  - Homeroom
  - Race/ethnicity (\*Definition below)
  - National School Lunch Program (NSLP) status (\*Definition below)
  - Title 1 status

### \*Codes/Definitions:

**Sex:** 1= Male 2=Female

**SD:** Student with a disability (SD) or having an Individualized Education Plan (IEP) or equivalent classification (such as 504) for reasons **other than being gifted and talented**.

**LEP:** Student classified by the school as limited English proficient.

#### Race/ethnicity:

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: 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 original peoples of the Pacific Islands. These areas include, for example, China, Japan, India, Korea, the Philippine Islands, Samoa, and Hawaii.

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.

#### National School Lunch Program (NSLP):

1= Student not eligible

3=Free lunch

2= Reduced price lunch

6=School not participating

There are three ways you can submit your list of students (specifications for preparing the list are detailed on the reverse side):

Send an Excel file of your student data by signing on to the My School website at [www.mynaep.org](http://www.mynaep.org). Step-by-step instructions on the website will walk you through sending the file. The deadline for submitting electronic files is November 15, 2002.

**B. Print out a list of students from your computer database\*.**

In addition to including the student data requested in number 5 on the reverse side, please follow these guidelines:

- Write the school name and address and district name on the list.
- Number the students.
- Double-space the list.
- Allow a right-hand margin of at least 2 inches.
- Include the date the list is current.
- Define any special codes used.
- Include preparer's name and phone number.

**C. Prepare a list of students using the model below\*:**

**NAEP 2003 STUDENT LIST**

School Name: Yellow Springs Elementary School Prepared by: Tom Reed  
 Address: 3 School Street Preparer's Phone Number: 909-123-4567  
Brown NS 55121 Date List is Current: 10/01/02

**DIRECTIONS:** PLEASE COMPLETE COLUMNS A - E FOR EVERY STUDENT IN THE EIGHTH GRADE. Columns F - I can be completed now or at a later date for selected students only. Include students who may be excluded from other testing programs, such as some students with disabilities or limited English proficiency. PLEASE PRINT OR TYPE.

REQUIRED OF ALL STUDENTS					Required of Sampled Students				For Sampling Use Only	
-A- Student's Name	-B- Birth Date (MMYY)	-C- Sex	-D- (X) If SD	-E- (X) If LEP	-F- Home Rm	-G- Race	-H- NSLP Status	-I- (X) If Title 1	Line #	(X) Sampled
Tiffany N Agnew	08/93	2								
Kyle V. Banks	05/92	1	X							

\*If you are preparing a hardcopy student list according to the instructions in B or C above, please complete questions 3, 4, and 5 on the reverse side and return this form with the list of students to your NAEP state coordinator or NAEP representative by:

**THANK YOU**

# NAEP 2003

## Instructions for Preparing a List of Eighth-Grade Students

(Please see reverse side for three methods of preparing your list of students:  
Excel file submitted via Internet or hard copy typed or computer-generated list.)

1. The list must include **ALL** students enrolled in the eighth grade using the most current enrollment records available.
2. Include on the list students who typically may be excluded from other testing programs (such as some students with disabilities or limited English proficiency).
3. If this is a year-round school, please record the following information on the list of students:
  - a) Total enrollment in the eighth grade: \_\_\_\_\_
  - b) Percentage of eighth-grade enrollment that will be off-track (not in attendance) on the assessment date: \_\_\_\_\_
  - c) Indicate on the list which students will be off-track on the assessment date.
4. Please indicate the number of eighth-grade teachers who teach: Mathematics: \_\_\_\_\_  
Language arts: \_\_\_\_\_ (Please include special education with language arts teacher counts)
5. The following student data are required:
  - Student name (alphabetical)
  - Month and year of birth (MMYY)
  - Sex (\*Codes below)
  - SD status (\*Definition below)
  - LEP status (\*Definition below)The following data also will be required of sampled students but may be included for all students now if more convenient:
  - Homeroom
  - Race/ethnicity (\*Definition below)
  - National School Lunch Program (NSLP) status (\*Definition below)
  - Title 1 status

---

### \*Codes/Definitions:

**Sex:** 1= Male 2=Female

**SD:** Student with a disability (SD) or having an Individualized Education Plan (IEP) or equivalent classification (such as 504) for reasons **other than being gifted and talented**.

**LEP:** Student classified by the school as limited English proficient.

#### Race/ethnicity:

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: 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 original peoples of the Pacific Islands. These areas include, for example, China, Japan, India, Korea, the Philippine Islands, Samoa, and Hawaii.

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.

#### National School Lunch Program (NSLP):

1= Student not eligible

3=Free lunch

2= Reduced price lunch

6=School not participating

There are three ways you can submit your list of students (specifications for the list are detailed on the reverse side):

Send an Excel file of your student data by signing on to the My School website at [www.mynaep.org](http://www.mynaep.org). Step-by-step instructions on the website will walk you through sending the file. The deadline for submitting electronic files is November 15, 2002.

**B. Print out a list of students from your computer database\*.**

In addition to including the student data requested in number 5 on the reverse side, please follow these guidelines:

- Write the school name and address and district name on the list.
- Number the students.
- Double-space the list.
- Allow a right-hand margin of at least 2 inches.
- Include the date the list is current.
- Define any special codes used.
- Include preparer's name and phone number.

**C. Prepare a list of students using the model below\*:**

<b>NAEP 2003 STUDENT LIST</b>										
School Name: <u>Brown Middle School</u>					Prepared by: <u>Tom Reed</u>					
Address: <u>3 School Street</u>					Preparer's Phone Number: <u>909-123-4567</u>					
<u>Brown NS 55121</u>					Date List is Current: <u>10/01/02</u>					
<b>DIRECTIONS:</b> PLEASE COMPLETE COLUMNS A - E FOR EVERY STUDENT IN THE EIGHTH GRADE. Columns F - I can be completed now or at a later date for selected students only. Include students who may be excluded from other testing programs, such as some students with disabilities or limited English proficiency. PLEASE PRINT OR TYPE.										
REQUIRED OF ALL STUDENTS					Required of Sampled Students				For Sampling Use Only	
-A- Student's Name	-B- Birth Date (MMYY)	-C- Sex	-D- (X) If SD	-E- (X) If LEP	-F- Home Rm	-G- Race	-H- NSLP Status	-I- (X) If Title 1	Line #	(X) Sampled
Mary K. Albathy	08/89	2								
Scott L. Barnes	05/90	1	X							

\*If you are preparing a hardcopy student list according to the instructions in B or C above, please complete questions 3 and 4 on the reverse side and return this form with the list of students to your NAEP state coordinator or NAEP representative by:

\_\_\_\_\_

# NAEP 2003

## Instructions for Preparing a List of Twelfth-Grade Students

(Please see reverse side for three methods of preparing your list of students:  
Excel file submitted via Internet or hard copy typed or computer-generated list.)

1. The list must include **ALL students enrolled in the twelfth grade** using the most current enrollment records available.
2. Include on the list students who typically may be excluded from other testing programs (such as some students with disabilities or limited English proficiency).
3. If this is a year-round school, please record the following information on the list of students:
  - a) Total enrollment in the twelfth grade: \_\_\_\_\_
  - b) Percentage of twelfth-grade enrollment that will be off-track (not in attendance) on the assessment date: \_\_\_\_\_
  - c) Indicate on the list which students will be off-track on the assessment date.
4. The following student data are required:

<ul style="list-style-type: none"><li>■ Student name (alphabetical)</li><li>■ Month and year of birth (MMYY)</li><li>■ Sex (*Codes below)</li><li>■ SD status (*Definition below)</li><li>■ LEP status (*Definition below)</li></ul>	<p>The following data also will be required of sampled students but may be included for all students now if more convenient:</p> <ul style="list-style-type: none"><li>■ Homeroom</li><li>■ Race/ethnicity (*Definition below)</li><li>■ National School Lunch Program (NSLP) status (*Definition below)</li><li>■ Title 1 status</li></ul>
--	---

---

### Codes/Definitions:

**Sex:** 1= Male 2=Female

**SD:** Student with a disability (SD) or having an Individualized Education Plan (IEP) or equivalent classification (such as 504) for reasons **other than being gifted and talented**.

**LEP:** Student classified by the school as limited English proficient.

#### Race/ethnicity:

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: 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 original peoples of the Pacific Islands. These areas include, for example, China, Japan, India, Korea, the Philippine Islands, Samoa, and Hawaii.

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.

#### National School Lunch Program (NSLP):

1= Student not eligible

3=Free lunch

2= Reduced price lunch

6=School not participating

There are three ways you can submit your list of students (specifications for the list are detailed on the reverse side):

A. Send an Excel file of your student data by signing on to the My School website at [www.mynaep.org](http://www.mynaep.org). Step-by-step instructions on the website will walk you through sending the file. The deadline for submitting electronic files is November 15, 2002.

B. Print out a list of students from your computer database\*.

In addition to including the student data requested in number 4 on the reverse side, please follow these guidelines:

- Write the school name and address and district name on the list.
- Number the students.
- Double-space the list.
- Allow a right-hand margin of at least 2 inches.
- Include the date the list is current.
- Define any special codes used.
- Include preparer's name and phone number.

C. Prepare a list of students using the model below\*:

NAEP 2003 STUDENT LIST										
School Name: <u>Brown High School</u>					Prepared by: <u>Tom Reed</u>					
Address: <u>3 School Street</u>					Preparer's Phone Number: <u>909-123-4567</u>					
<u>Brown NS 55121</u>					Date List is Current: <u>10/01/02</u>					
<b>DIRECTIONS:</b> PLEASE COMPLETE COLUMNS A - E FOR EVERY STUDENT IN THE EIGHTH GRADE. Columns F - I can be completed now or at a later date for selected students only. Include students who may be excluded from other testing programs, such as some students with disabilities or limited English proficiency. PLEASE PRINT OR TYPE.										
REQUIRED OF ALL STUDENTS					Required of Sampled Students				For Sampling Use Only	
-A- Student's Name	-B- Birth Date (MMYY)	-C- Sex	-D- (X) If SD	-E- (X) If LEP	-F- Home Rm	-G- Race	-H- NSLP Status	-I- (X) If Title 1	Line #	(X) Sampled
Carla Blackmore	08/85	2								
Howard L. Smith	05/85	1	X							

\*If you are preparing a hardcopy student list according to the instructions in B or C above, please complete question 3 on the reverse side and return this form with the list of students to your NAEP state coordinator or NAEP representative by:

THANK YOU

**APPENDIX J**

**SPECIAL SITUATION FORM**

**NAEP 2003  
SPECIAL SITUATION FORM**

REGION \_\_\_\_\_ SCHOOL ID # \_\_\_\_\_  
AREA \_\_\_\_\_ DATE \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ ASSESSMENT DATE \_\_\_\_\_  
FIELD MANAGER \_\_\_\_\_

The expected number of sessions to be conducted and/or the number of students to be assessed in this school has been altered as noted below:

- School wanted to assess all grade-eligible students.
- School wanted to do fewer sessions/students than number assigned (Select sample and mark as absent any student that school does not allow to participate).
- Other (explain) \_\_\_\_\_  
\_\_\_\_\_

**Resolution:** Please describe the outcome of the situation checked above. Indicate what sessions were dropped (if any) and the number of students actually assessed. Please include as much relevant information as possible.

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

**APPENDIX K**

**REFUSAL REPORT FORM**

Supervisor: \_\_\_\_\_

Date entered in SCS: \_\_\_\_\_

Supervisor phone number: \_\_\_\_\_

Region: \_\_\_\_\_ Area: \_\_\_\_\_

**2003 NAEP REFUSAL REPORT FORM**  
(Complete and notify your field manager immediately)

State: \_\_\_\_\_

1. School Diocese: \_\_\_\_\_

2. Superintendent: \_\_\_\_\_

3. School(s): \_\_\_\_\_

4. Checkmark and/or circle all that apply:	# of Schools	School ID(s)
A. <input type="checkbox"/> School Level Refusal	1 _____	_____ _____
B. <input type="checkbox"/> Diocese Level Refusal	_____ _____	_____ _____
C. <input type="checkbox"/> Diocese Refusal for This School Only	1 _____	_____ _____

5. Who made decision to decline? (Include title and telephone.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

6. Other contact(s) (include titles and telephone.)

Name: _____	Name: _____
Title: _____	Title: _____
Phone: _____	Phone: _____

7. Please describe the reasoning behind the refusal, including as much information as possible about important local factors, unstated reasons worth noting, and the tone of the discussion:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. What might persuade this district/school to participate?

\_\_\_\_\_

\_\_\_\_\_

9. Recommended action for appeal (include telephone number and title of contact):

\_\_\_\_\_

\_\_\_\_\_