

**2003-2004 NATIONAL ASSESSMENT  
OF EDUCATIONAL PROGRESS**

School Control System (SCS)  
User Guide

Conducted for:  
National Center for Education Statistics  
U.S. Department of Education

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# NAEP SCHOOL CONTROL SYSTEM USER GUIDE

## 1. INTRODUCTION

### 1.1 Background

Westat field managers and supervisors and the NAEP state coordinators will all access the same Internet-based computer system as sampled schools are contacted and recruited to participate in the National Assessment. This guide will describe the basic features of the system, which will remain relatively stable over time. Features of the School Control System (SCS) that are unique to a particular year will be discussed in Section 10. Those who are familiar with the SCS might want to go directly to this section of this document to see “What’s New in the SCS” for this year.

The SCS is located on a server at Westat. While the various users of the system will all be accessing the same database of schools, only those for which you are responsible will actually be visible to you and you will only be able to make updates to those schools. To access the SCS, you will log on to the Internet using the Web browser on the laptop supplied to you for this study or through any computer connected to the Internet.

Since all of the project staff and state coordinators will have immediate access to the NAEP data, it is very important that the information be as up-to-date and accurate as possible.

It is important to remember that some of the basic school information also will be available to the individual sampled schools via the MySchool Web site which makes it imperative that the information about the schools is correct and kept up to date. (More about this below.)

For those of you who will be working closely with a state coordinator, you must remember that some of the screens that they see when they work in the SCS will look a little different from the screens that you have access to. For example, the only schools that they will have access to are the public schools that they are recruiting.

## **1.2 Linking Data Between the SCS and MySchool Web Site**

The letter being sent to schools inviting them to participate in NAEP will encourage them to log on to the MyNAEP MySchool Web site. The User Name they will use to logon will be the MySchool Registration ID provided to state coordinators and to you in the SCS. The initial password will be “Guest”. Part of the registration process allows users to select their own user name and password to use after they register.

The MySchool site will have information on the National Assessment, links to other Web sites related to NAEP, the name of the NAEP representative who will be working with the school, and specific information about the sampled school. The NAEP representative for the public schools will be the state coordinator and for the nonpublic schools initially it will be the field manager. Eventually, these names will be updated with the field staff responsible for the schools.

The MySchool site will be personalized with information in our sample database on the school. This information will include:

- School Name
- Principal name (as soon as it is entered in the SCS)
- School address
- Phone number
- NAEP ID number
- Grade to be assessed
- Assessment date
- Name of NAEP representative

As the school moves through the various steps of cooperation, sampling, assessment, and post assessment, new pages of the MySchool site will be available with information specifically related to the various phases of the study. For example, prior to the assessment date, the Web page will remind the school that the NAEP representative is scheduled to come on a particular day and remind the school that we hope the questionnaires will be completed by then. Detailed information regarding NAEP sampling will be available to the school through links from the Web site to frequently asked questions. Also

included will be a link to the instructions for preparing a list of eligible students that the school can print out. Registered MySchool users will be sent an email message notifying them of new information available for them in their MySchool site.

Since the school-specific information in the MySchool site will come from the same database as the SCS, the scheduling supervisors must be very careful to double-check the school information in the SCS and be sure that it is up-to-date and accurate.

### **1.3 Getting Started in the SCS**

All work on the School Control System whether practicing with test data or working with your real school and district data will be online.

To access the SCS online, be sure that your computer is connected to the telephone line and that you have verified the telephone number for your computer to call. (If you are calling from home for the first time, be sure to change the ATT Local telephone number as described in the handout “Changing the AT&T Local Access Phone Number”.)

Double click on the Internet Explorer icon to launch the browser.

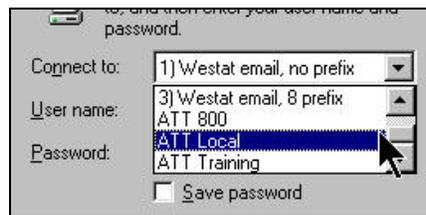


Your browser has been set so that when you open it, the dial-up connection window will automatically appear. As you can see below, several dial-up connections have been set up on your system to make it easier to connect from home and on the road to Westat and to the Internet through AT &T.



Dial-up Connection window

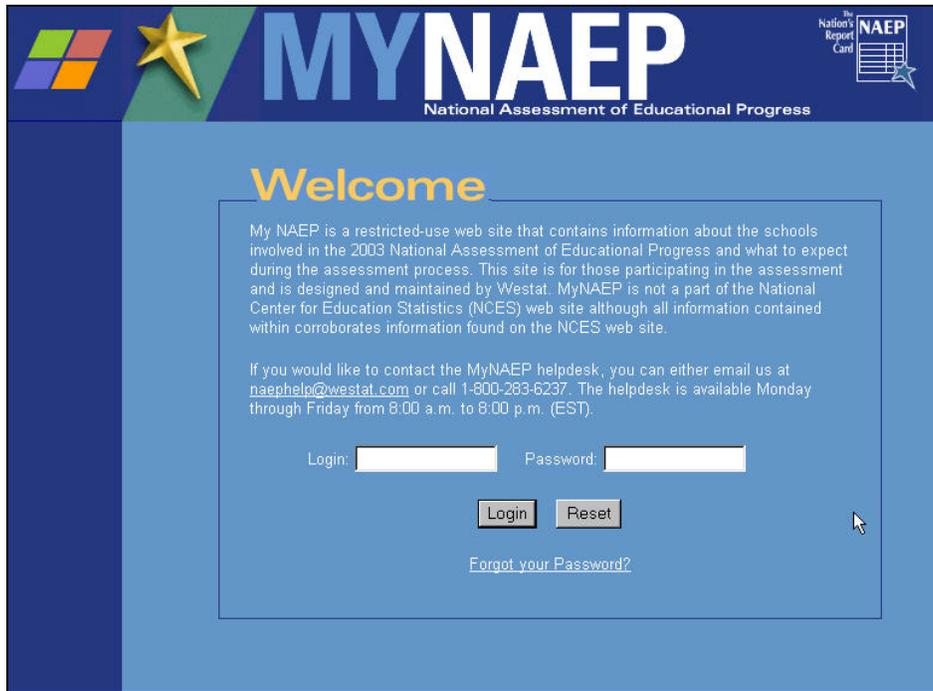
Since there are several options, you need to tell the system which dial-up connection to use. If you are at home, you will select that ATT option as shown here.



Selecting ATT Local

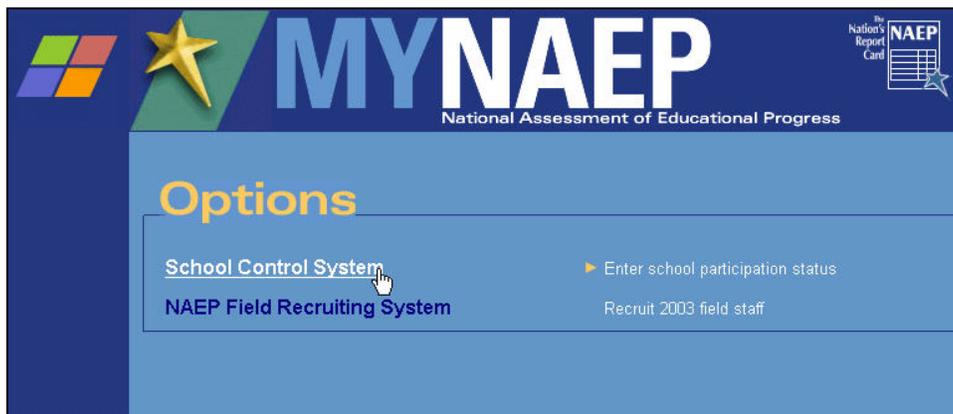
Then, enter your password and click on the Connect button.

When you are connected, the MyNAEP login screen will be your homepage. Enter your user ID and password and click on Login.



MyNAEP Log in Screen

This will take you to the MyNAEP options screen. Shown below is the options screen in 2003 that some field staff saw.



MyNAEP Options Screen

The list of options that one has will depend on who they are and, therefore, which site they have access to.

Move the mouse pointer over the School Control System option click.

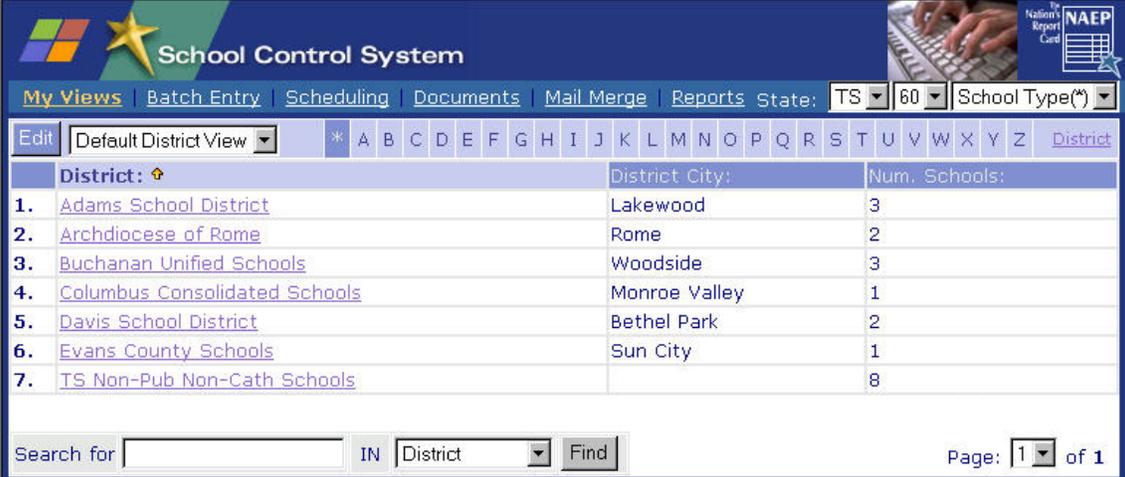
## 1.4 Accessing the Training Version of the SCS

Log onto the Internet with your ATT account and enter the following for the web address:

**http:\\training.mynaep.com**

The login screen will look exactly like the “real” web site, so be sure to double check your browser’s address field at the top of the window.

Enter your regular user ID and password and you will go to the Options screen. Select the School Control System and you will access the training version of the SCS with the test data. The view should look similar to the example below.



The screenshot shows the 'School Control System' interface. At the top, there is a navigation bar with 'My Views' selected, and other options like 'Batch Entry', 'Scheduling', 'Documents', 'Mail Merge', and 'Reports'. The 'State' is set to 'TS' and '60'. Below the navigation bar is a table with columns for 'District', 'District City', and 'Num. Schools'. The table lists seven districts with their respective cities and the number of schools. At the bottom, there is a search bar and a 'Page: 1 of 1' indicator.

District:	District City:	Num. Schools:
1. <a href="#">Adams School District</a>	Lakewood	3
2. <a href="#">Archdiocese of Rome</a>	Rome	2
3. <a href="#">Buchanan Unified Schools</a>	Woodside	3
4. <a href="#">Columbus Consolidated Schools</a>	Monroe Valley	1
5. <a href="#">Davis School District</a>	Bethel Park	2
6. <a href="#">Evans County Schools</a>	Sun City	1
7. <a href="#">TS Non-Pub Non-Cath Schools</a>		8

Default View of Test Data with all Districts

You will have the capability of viewing the public and the nonpublic districts and schools. In the upper right, you can subset the list to just the nonpublic districts or schools (depending on the view).

The “state” is identified as “TS” as we normally do to clearly distinguish these “schools” from the real data. Beside the state abbreviation is a number. PLEASE DO NOT CHANGE THIS NUMBER. The test data have been duplicated in several different “regions”. If you change the region

number and change the data, when some logs on who should be seeing that region, your changes to the school data will cause confusion since they will see your changes.

## 1.5 Logging On Dos and Don'ts

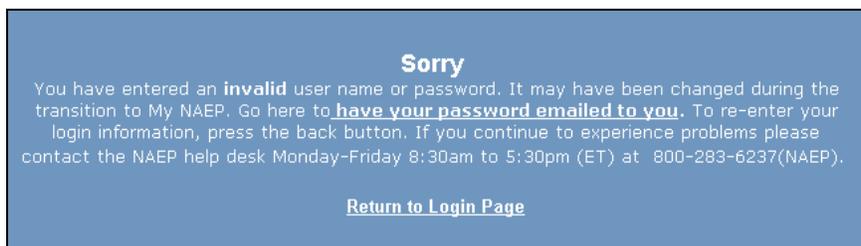
It is possible to program your Web browser so that it will remember information and save keystrokes. However, this also means that other folks can see this information as well. If the information that is stored includes user IDs and passwords, then your system will not be very safe. We strongly recommend that you do not set the browser to memorize such information. The version of Internet Explorer that we have provided on your laptop will not save such information. If you use your own computer to access the SCS, you also should have this feature turned off on your computer. See the appendix of this document for a step by step guide to turning this feature off if you need to do so.

To log onto the system, you will need to enter two items, your user ID and your password. Please note that the password has a mixture of upper and lower case letters as well as numbers and a symbol. The user ID and password must match exactly with the information on the Westat end, so it is important that you enter these correctly.

Both your user ID and password have been provided to you. Everyone will have a unique password and user ID, which must be kept CONFIDENTIAL. Remember that we have promised the schools that their data are confidential. You must do your part to ensure that no one has access to this Web based database.

To enter your user ID, move the mouse pointer over the blank field following "User ID:" until it turns into an I-beam and click once to place the flashing cursor in the field. Enter your user ID. Then, press the **Tab** key or move the mouse pointer over the blank field following the label "Password" and click to place the cursor in the field.

Be careful not to press the **Enter** key after typing your user ID. If you do, the system will think that you are trying to log on without entering the password and you will get the following message.



### User Name or Password Incorrect

If this happens, click on the Return hyperlink and enter your user ID again and move to the password field.

As you enter your password, all you will see is a series of dots (●●●●●) so that no one can see what you are typing. Since you will not be able to see what you are typing, it is important that you be careful as you type the password. After typing the password, click on the **Login** button.

If you make a mistake entering either your user ID or password, you will get the “Sorry” message shown above. If this happens, select the return hyperlink and carefully enter your user ID and password again.

The system will allow you to try as many times as you need. However, if you continue to have problems, call the Help Desk at the toll free number **888-499-6237**.

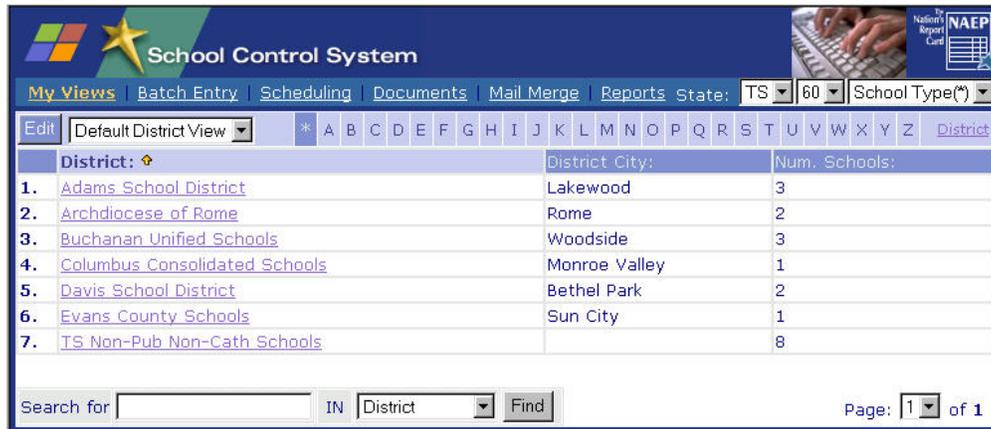


### If you Forgot Your Password

If you have forgotten your password, as the screen shot above notes, enter your e-mail address and click on the **Submit** button. Your user ID and password will be sent to you in an email message.

## 1.6 Basics for Using the System

Below is the default SCS view as it appeared in 2003.



Default District View

As you move your mouse pointer around the screen, you should see it change shape and, as the pointer goes over the name of a district, you should note that the name of the school district changes color. Let's briefly tour the screen and then investigate each of the functions.

Please note that all of the icons and menu items above the SCS banner are related to the functions of Internet Explorer 5 (IE5). They are completely functional while you are using the SCS. However, you generally will not need to use any of the IE5 buttons or functions while you are working in the SCS.

At the top of the SCS screen are several menu options (hyperlinks). As you move the mouse pointer over a menu item, the pointer turns into a "hand" indicating that if you click you will go to that part of the system.



On the left, if you move the pointer over this link and click, you will return to the options screen that gives you access to the other NAEP Web sites.

This link plus the menu hyperlinks will be available while you are working in the various views of the SCS. Briefly, they are:

My Views	You can set your default view to be the list of schools or districts by changing the “Default” selection. This view can be edited to include those field you wish to see as part of this view. (Section 1.7)
Batch Entry	Using this feature, you can make entries for several schools by working from a list of schools. (Section 4)
Scheduling	This option leads to a calendar of your assessments.(Section 5)
Documents	Electronic files of forms and letters that are available to state coordinators are also available to you in this option. (Section 6)
Mail Merge	Use this function to generate special reports or data to be sent to a word-processor or spreadsheet from which you can print individualized letters and labels. (Section 7)
Reports	Generate reports on recruitment and scheduling activities for your region. (Section 8)
Shipment	The date the assessment materials were shipped from Pearson as well as the tracking number will be displayed here for you to verify receipt. When assessment materials are returned, the tracking number should be verified and date shipped entered. (Section 9)

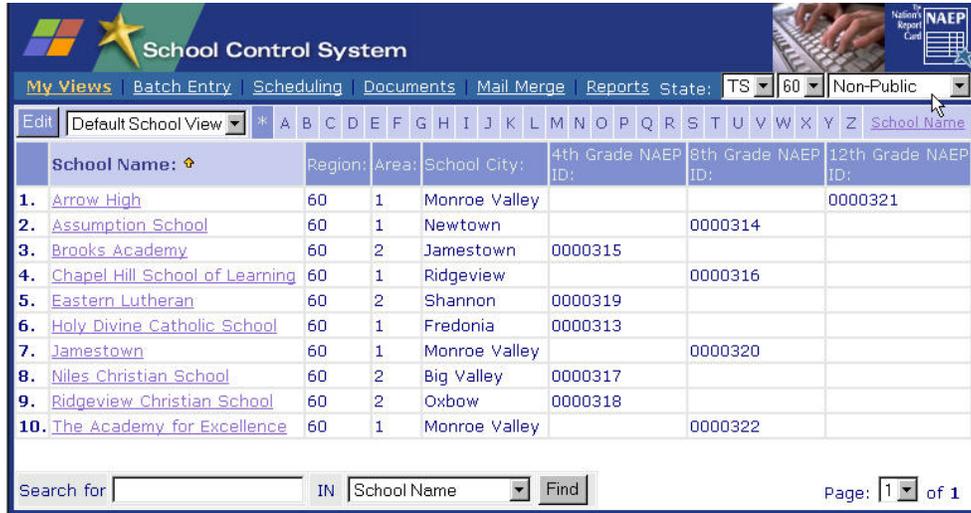
The alpha tabs across the top of the screen allow you to subset the list in the current view to only show those that start with the letter you choose. The column that the tabs work with is identified at the extreme right of the alpha tabs. Click on this link to change the column that the tabs affect. To reset the list to include all schools or districts in alpha order, click on the asterisk tab.

Please notice that if you are logged on to the SCS and the Westat server does not detect any keyboard or mouse activity for 20 to 30 minutes, the server will lock you out. For example, if you are logged on the SCS and leave it running in the background for 20 to 30 minutes while you do something else, when you return to the SCS you will not be able to see any lists of schools or districts. When you try to move from one view to another, you will be directed to a screen that explains why you have been logged out. There will be a link on this screen to return to the login screen.

This is a security feature so that the database does not remain open for hours and available to hacking by someone outside NAEP.

## 1.7 Customizing Your View

You can change the information that is displayed when you log onto the SCS on the page labeled My Views. The default view is the list of districts. Since you will mainly be working with non-public schools, this explanation will focus on customizing the default school view.



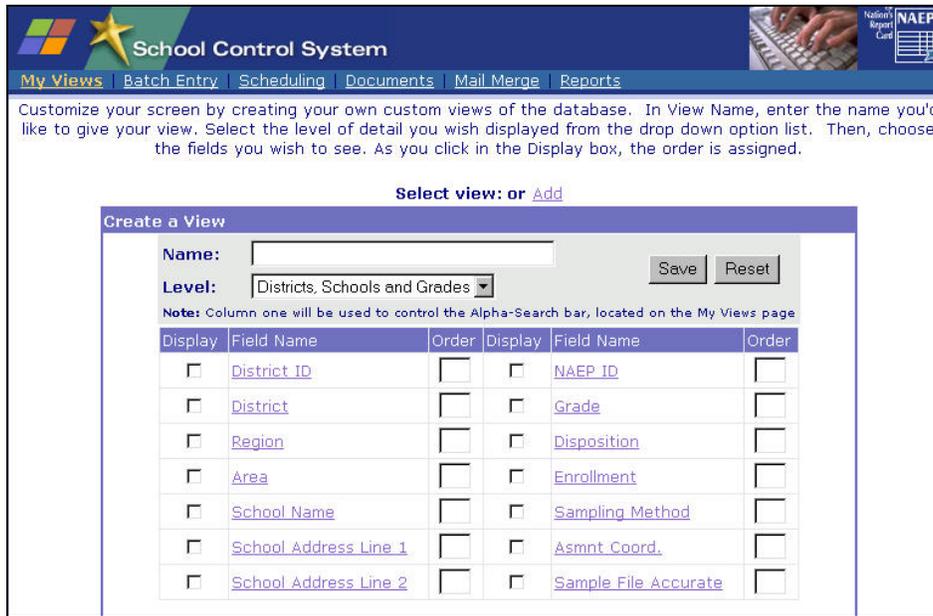
The screenshot shows the 'School Control System' interface. At the top, there is a navigation menu with options: My Views, Batch Entry, Scheduling, Documents, Mail Merge, Reports, State: TS, 60, and Non-Public. Below the menu is a table with columns: School Name, Region, Area, School City, 4th Grade NAEP ID, 8th Grade NAEP ID, and 12th Grade NAEP ID. The table contains 10 rows of school data. At the bottom, there is a search bar with the text 'Search for' and a dropdown menu set to 'School Name', followed by a 'Find' button. The page indicator shows 'Page: 1 of 1'.

	School Name	Region	Area	School City	4th Grade NAEP ID	8th Grade NAEP ID	12th Grade NAEP ID
1.	<a href="#">Arrow High</a>	60	1	Monroe Valley			0000321
2.	<a href="#">Assumption School</a>	60	1	Newtown		0000314	
3.	<a href="#">Brooks Academy</a>	60	2	Jamestown	0000315		
4.	<a href="#">Chapel Hill School of Learning</a>	60	1	Ridgeview		0000316	
5.	<a href="#">Eastern Lutheran</a>	60	2	Shannon	0000319		
6.	<a href="#">Holy Divine Catholic School</a>	60	1	Fredonia	0000313		
7.	<a href="#">Jamestown</a>	60	1	Monroe Valley		0000320	
8.	<a href="#">Niles Christian School</a>	60	2	Big Valley	0000317		
9.	<a href="#">Ridgeview Christian School</a>	60	2	Oxbow	0000318		
10.	<a href="#">The Academy for Excellence</a>	60	1	Monroe Valley		0000322	

Default School View

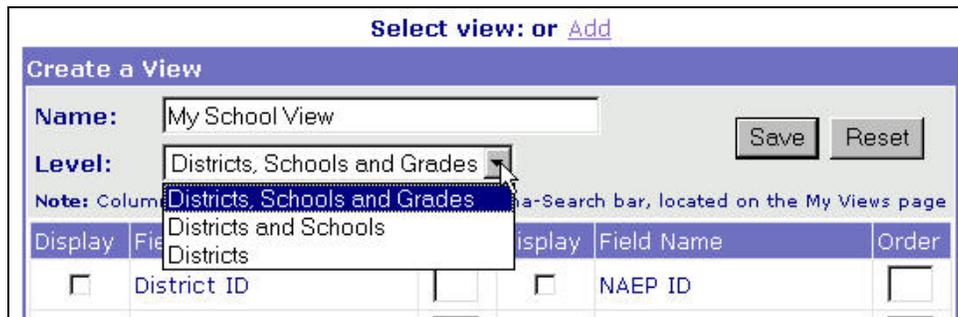
First, we have subset the list to the nonpublic schools in the upper right corner.

To change the information that is displayed, click on the **Edit** button in the upper left of the screen, next to Default School View and the following screen will appear.



Edit or Customize your My Views Screen

As it notes at the top of the screen, you can give your custom view a name and select the level of detail you would like displayed. After typing the name for your My Views, tab to the Level box and click on the down arrow to reveal the options as seen below. The “Level” that you select will determine what fields are available for you to choose among.



Select Level of Detail

Next, select the fields you want displayed in your custom view. As you select a field (by clicking on the box), you will notice that the field is given a number in sequence. This will determine the order in which the fields are displayed in your view. Click again on a field to de-select it.

An example of selected fields is shown below.

**Create a View**

Name:

Level:

**Note:** Column one will be used to control the Alpha-Search bar, located on the My Views page

Display	Field Name	Order	Display	Field Name	Order
<input type="checkbox"/>	District ID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NAEP ID	<input type="text" value="2"/>
<input type="checkbox"/>	District	<input type="checkbox"/>	<input type="checkbox"/>	Grade	<input type="text"/>
<input type="checkbox"/>	Region	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Disposition	<input type="text" value="3"/>
<input type="checkbox"/>	Area	<input type="checkbox"/>	<input type="checkbox"/>	Enrollment	<input type="text"/>
<input checked="" type="checkbox"/>	School Name	<input type="text" value="1"/>	<input type="checkbox"/>	Sampling Method	<input type="text"/>
<input type="checkbox"/>	School Address Line 1	<input type="checkbox"/>	<input type="checkbox"/>	Asmnt Coord.	<input type="text"/>
<input type="checkbox"/>	School Address Line 2	<input type="checkbox"/>	<input type="checkbox"/>	Sample File Accurate	<input type="text"/>

Fields Selected for Custom View

Click the **Save** button and then on “My Views” to return to the My Views screen. (You can return at any time to modify your new view.) Select your new view.

**School Control System**

My Views | Batch Entry | Scheduling | Documents | Mail Merge | Reports State: TS | 60 | Non-Public

Edit | My School View | \* A B C D E F G H I J K L M N O P Q R S T U V W X Y Z School Name

	School Name:	NAEP ID:	Disposition:
1.	<a href="#">Arrow High</a>	0000321	Pending
2.	<a href="#">Assumption School</a>	0000314	Pending
3.	<a href="#">Brooks Academy</a>	0000315	Pending
4.	<a href="#">Chapel Hill School of Learning</a>	0000316	Pending
5.	<a href="#">Eastern Lutheran</a>	0000319	Pending
6.	<a href="#">Holy Divine Catholic School</a>	0000313	Pending
7.	<a href="#">Jamestown</a>	0000320	Pending
8.	<a href="#">Niles Christian School</a>	0000317	Pending
9.	<a href="#">Ridgeview Christian School</a>	0000318	Pending
10.	<a href="#">The Academy for Excellence</a>	0000322	Pending

Search for  IN   Page: 1 of 1

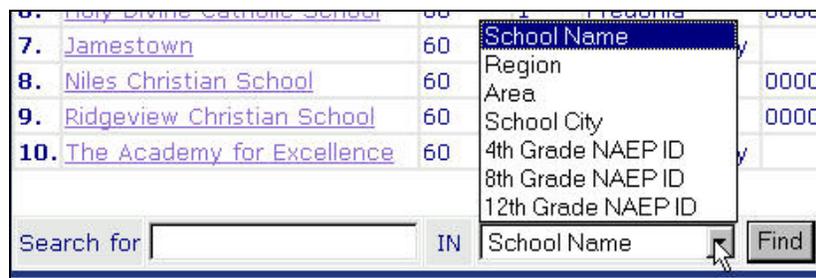
Customized View Selected

## 1.8 Using the Sort and Search Functions

The list of schools appears **sorted** alphabetically by default. To sort the list alphabetically in reverse order, click on the School Name column header. Likewise, to sort the list by one of the other columns, click on the column header.

Notice the small yellow arrow appearing on the column header of the column by which the list is sorted. If the arrow is point up, it column is sorted in ascending order. If it points down, the order is descending. Resting your mouse pointer on the column header for a second will also reveal the order by which the column has been sorted.

Since the list of districts and especially the list of sampled schools can be quite long, a **search function** is available to assist in locating a school or group of schools. At the bottom of the My Views screen is a field labeled “Search for” and a drop down list of options.



Search Function

The options appearing on the drop down list will be determined by the fields that are displayed in the My Views screen.

The search function is intelligent, allowing you, for example, to enter “Middle” in the Search for window and obtain a list of schools with the word “Middle” anywhere in the school name.

To reset the list to contain all of the districts or schools, delete anything in the Search for field and click on the **Find** button.

## 1.9 Moving Among the SCS Screens

If you are looking at a district's District Edit screen and wish to return to the list of districts, click on the My Views menu option at the top left of the screen. You can also go directly from one section of the system to another by selecting any of the menu options any time they are visible at the top of the screen.

### 1.10 Leaving the SCS

When you leave the SCS, click on the logo to the left of the system name, as shown below.

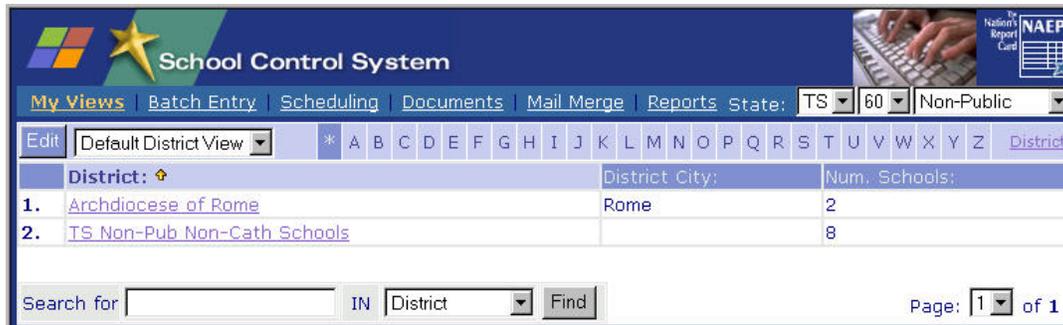


This will take you back to the My NAEP options screen. At this point, you can either make another choice on this screen or log out of the My NAEP site by clicking on the same logo on the choices page.

## 2 EDITING DISTRICT INFORMATION

### 2.1 Selecting a District

The list of districts with sampled schools will be displayed if you select the Default District View. The default view in the SCS is shown below.



Default District View

Non-public, non-Catholic schools will be grouped under a “district” name of Non-public non-Catholic schools since every school must have a “district” associated with it. Catholic schools will be associated with their diocese which functions like a district for our purposes.

As with the school view, you have control over the fields that are displayed for the districts. Click on the **Edit** button and customize the list to display the fields you wish displayed.

Search for a particular district by typing at least part of that district’s name in the search field at the bottom of the screen. If you want to see a list of all districts beginning with the same letter, click on the appropriate alpha tab at the top of the screen.

### 2.2 Editing District Information

Click on a district’s name to reveal the district information screen. (See example below.) While complete district-level information is not essential to the assessment preparations, you should make updates and corrections to district name and address fields since this information is used for mailing information to the districts.

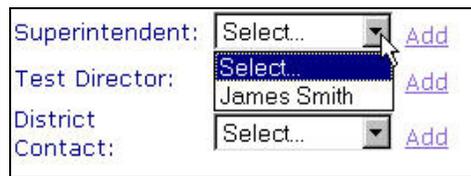
District Edit Screen

The main district information is on this screen. Note the MySchool Registration ID number. Districts will need this to log onto the MyNAEP site to see the MySchool sites for their schools. The screen also contains hyperlinks for adding the superintendent, test director, and district contact information. To add the superintendent's name, click on the "Add" hyperlink.

Adding Superintendent Name

Enter the superintendent's name. If you want to use the district address information for the superintendent, click on "District Address". After completing the fields, click on the **Save** button to return to the district screen. You can return to this superintendent information window later if you need to update any information.

When you return to the District Edit screen, select the superintendent's name from the drop down list as shown below.



Superintendent:	Select..	<a href="#">Add</a>
Test Director:	Select.. James Smith	<a href="#">Add</a>
District Contact:	Select..	<a href="#">Add</a>

Select Superintendent Name

The superintendent's name will also be available to associate with other district fields such as the "district contact person" if this is appropriate. Select the "Add" hyperlink to add another name or to update the superintendent's name if it changes during the study.

**NOTE:** District and school information were obtained from a database compiled by the U.S. Department of Education (Common Core of Data) which contains data sent from the states to the Department. Procedures involved in drawing the current NAEP sample began over a year ago. Thus, some information on districts and schools may be blank or contain out-of-date information. The district contact and test director fields are blank initially for all districts since these fields are not in the CCD database. The CCD database can be accessed via the Internet at [nces.ed.gov/ccd](http://nces.ed.gov/ccd).

### 2.3 District Test Director

In some districts, the test director needs to be copied on all information concerning external testing. In some districts, the test director may be the primary contact for the NAEP assessments. To update the system with information on the test director, select the "Add" hyperlink and complete the information.

District Personnel - Microsoft Internet Explorer

District Personnel

First Name: Cynthia

Last Name: Future

Title: Test Director

Address: PO Box 500

District Address

Address 2:

City: Rome

State: TS

Zip: 12345

Fax:

Email:

Save Cancel

District Test Director Screen

The data entry for test director works the same as for the superintendent. Select “District Address” to copy that information for the test director.

A similar process will be followed to update the information about the district contact.

## 2.4 Comments

In the right panel of the District Information Screen is an area available for you to record comments about your contacts or attempted contacts with the district or diocese. If you have more information than will fit on this screen, the text will scroll up as you type. The lines will wrap around as they do in a word processor. Use the **Page Up** and **Page Down** keys to move up and down if you have entered more text than will fill one window.

**Remember**, if there is information that your field manager or the home office should know about this district, you must either call or send an e-mail with that information. Do not expect your field manager or the office staff to check the comments field for every district and school looking for such information.

Information entered in the Comments area will be available to the state coordinators. Likewise, any information that they enter will be available to all you and your field manager.