

### 3 EDITING SCHOOL INFORMATION

The default view of schools from NAEP 2003 is shown below.

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, Non-Public. Below the menu is an 'Edit' button and a 'Default School View' dropdown. An alpha tab is visible with letters A through Z. The main area contains a table of schools with the following data:

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	

At the bottom of the screen, there is a search box with the text 'Search for' followed by an input field, a dropdown menu set to 'School Name', and a 'Find' button. The page number 'Page: 1 of 1' is displayed in the bottom right corner.

Default List of Schools

As noted earlier, you can modify the fields that are displayed in this view by clicking on the **Edit** button. The list can be subset to those schools (or whatever field is in the first column) beginning with a particular letter by clicking on the alpha tab.

If you have a school's NAEP ID number, you might find it easier to locate using the search function if you have the NAEP IDs displayed as in the above example.

#### 3.1 Searching for a School

To locate a particular school, use the search option at the bottom of the screen. Use of this option is discussed in Section 1.9.

#### 3.2 Updating School Information

An example of the School Edit screen from NAEP 2003 is shown below.

School Edit Screen

Use the scroll bar on the right to scroll down the page and reveal all of the fields, if necessary.

It is important that key school-level information be correct in NAEP records. As you contact schools and learn of out-of-date information, such as the school’s area code or incorrect mailing address, this information should be updated immediately.

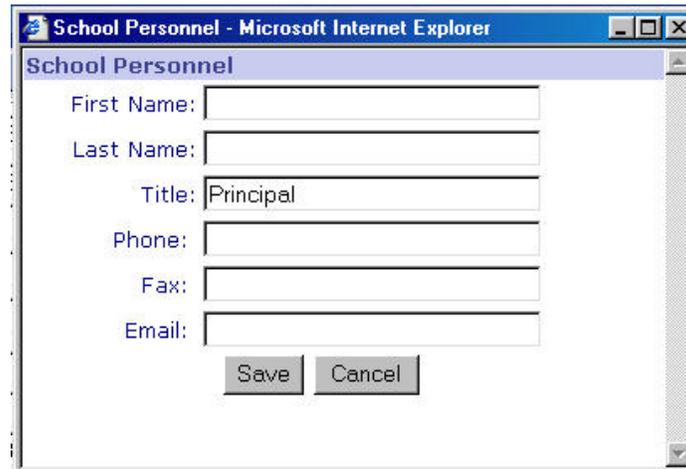
If the school name is not complete you should enter and/or up date the name in the field labeled “MysName” so that the name displayed on the MySchool site will be correct. Examples of names needing updating are as follows:

- Smith Elem
- Jones (fred) Mid Sch
- Riverdale Jhs
- Mccall JHS
- Morris Louis J Elem Sch

Double check before updating any of the names to be sure that you know exactly what it should be.

Unfortunately, the database from which the sample is selected (including the nonpublic school database) does not contain the names of principals. Thus, you will need to obtain the principal’s name and should enter it in the SCS for each of your schools.

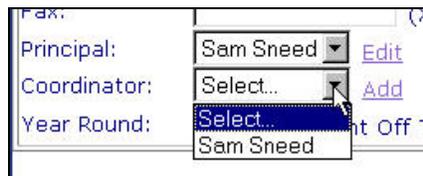
Since the principal name is not displayed, there is an “Add” hyperlink available. Once you have obtained the principal’s name, click on “Add” and enter his or her name, phone, fax number, and email address.



Enter School Personnel Data

### 3.2.1 School Coordinator

Before you update the SCS with the name of the principal, the hyperlink “Add” is located after each of the positions of Principal and Coordinator. When you enter the name of the principal, the screen will refresh and display a selection box for the name of the coordinator. If the principal will be the school’s NAEP coordinator, you can select his or her name. If someone else will serve as the coordinator, click on the Add hyperlink and fill in the information.



### 3.2.2 Comments

The “Comments” field is available for you to enter information related to recruiting the school, how to pronounce the principal’s name, etc.

State Coordinators, who will have access to the same database through their State Coordinator System, will also have access to these comments regarding public schools only. Thus, it will be possible for you to share information regarding the public schools.

### 3.2.3 Grade Information

The right side of the School Edit screen contains the grade information similar to the example below.

<b>Grade 8 (0000314)</b>		<b>General</b>	<b>Sampling</b>	<b>Session</b>
<b>Original School (No Substitute Available)</b>				
<b>Enrollment</b>				
Estimated: 50		Actual: <input type="text" value="0"/>		
Status:				
<input type="text" value="Pending"/>				
Scheduled Assessment Date:		<input type="text" value="2/17"/>		
Scheduled Assessment Time:		<input type="text"/>		
Date/Method Parent Letters Sent:		<input type="text" value="Not Sent"/> <a href="#">Add</a>		

Grade Information

### 3.2.4 Actual Enrollment

The estimated enrollment of the sampled grade is displayed in this section. As you discuss the assessment plans with the school, it is important for you to obtain the actual enrollment for the sampled grade in this school. Districts use different terms to refer to this information such as:

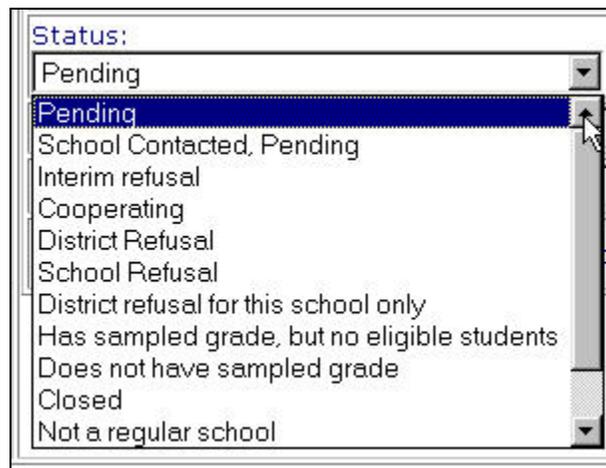
- The 10-day enrollment information
- The 20<sup>th</sup> day,
- or the first month report.

**Remember:** If a school refuses to participate, you should attempt to determine the number of students enrolled in the sampled grade and record the number on this page. It is important for the statisticians to know how many students would have been represented in such a school.

### 3.2.5 School Status Codes

Each grade's disposition status code (Exhibit 1; end of document) is set to Pending at the beginning of recruiting and scheduling. To see a list of eligible status codes, click on the **Down Arrow** button next to the status information box.

To change the code, click on the new status code and it will be displayed in the status box.



School Status Codes

**Please Note:** You should not set any school's status to final refusal (District Refusal, District Refusal for this School Only, or School Refusal) without first discussing the situation with your field manager. Likewise, do not assign "Not a Regular School" or "Other, Ineligible" without discussing it with your field manager.

### 3.2.6 Refusal Report Form

If you set a school's status to refusal (Initial Refusal, School Refusal, District Refusal, or District Refusal for this school only), the Refusal Report Form is activated.

District:	Escambia County Sch Dist	School:	A C Moore Elementary School
Superintendent:		Grade ID:	0111201
State:	AL	Refusal Type:	School Refusal

Who made the decision to decline?

Name:  Title:  Phone:

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Other contacts(if any).

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

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Describe the reasoning behind the refusal: What might persuade this school/district to participate?

8/26/2008

Refusal Report Form

It is important that you complete this form with as much information as possible. This will enable your field manager to decide whether it might be possible to reassign this school to someone else for conversion purposes.

Please include any information that would help in converting the school.

Providing the name(s) of the individual(s) you spoke to is also important for any followup to your contact(s).

After you have filled out as much of the form as you can (at least for the moment), **be sure that you click on the Save button** which will return you to the school page.

### 3.2.7 Assessment Date and Time

All schools will have a suggested assessment date recorded in the system. If the school requires the date be changed, you will need to enter the new assessment date. Since this information will be accessible to the school via their MySchool site, it should be as accurate as possible.

Scheduled Assessment Date:	2/3
Scheduled Assessment Time:	2/3
Date/Method Parent Letters Sent:	2/4
	2/5
	2/6
	2/7
	2/10
	2/11
	2/12
	2/13
	2/14
	2/17

Assessment Date

The valid assessment dates are available in the drop down list. Scroll down to the date and click on it.

**Remember:** Before you enter or change dates, you should check the region’s calendar (see Section 4) to be sure that you know exactly what dates are available.

A field is available if you want to enter the time for the assessment. This is particularly important if the assessment is scheduled for the afternoon and another assessment in another school in the morning.

### 3.2.8 Substitute Schools

In some rounds of NAEP and in some substudies, substitute schools are selected in case a school refuses to participate. When substitutes have been selected, if the refusing school has a substitute available, this will be noted within the system.

Grade 4 (0000307)	General	Sampling	Session
<b>Original School (No Substitute Available)</b>			

Substitute Availability on Right Panel of School Edit Screen

When you change a school’s status to a final refusal (District Refusal, School Refusal, or District Refusal for This School Only), you will be notified that the substitute has been activated.

Substitute schools will be easy to pick out of the list of schools since their names will be in full caps as will the name of the district if it only has substitutes in it.

A school or district that has been assigned a status code of refusal can be changed back to Pending and to Cooperating, if they are converted. If and when this happens, you will be given a notice that the substitute that had been activated will be “deactivated” and any changes you might have made to that school’s information will be lost. (For example, if you corrected the school’s telephone number and updated the file with the new principal’s name, all of this would be lost.) This will be of importance only in the unlikely event that the original school refuses a second time activating the substitute for a second time. If this should happen, you would need to start all over again updating the substitute’s information in the SCS.

### **3.2.9 Parent Letters**

The new Federal legislation, commonly referred to as “No Child Left Behind”, requires that parents of all selected students be notified that their child has been selected. Thus, it is important that this section of the SCS is completed for every participating school.

State coordinators will send the parent notification information to public schools and discuss this requirement with them. They will record the dates of these activities on the School Edit screen.

Westat field staff are responsible for obtaining dated copies of the parent notification from all participating schools – public and nonpublic. You will send copies from the public schools to the state coordinator. A record of this information must also be kept in the SCS.

Parent Letter Information Fields

Westat field staff are responsible for sending the parent notification letters to nonpublic schools and discussing the importance of parent notification with them.

The Parent Letter Information window will be completed by Westat field staff as follows.

FIELD	EXPLANATION
Date letter sent to parent	The date that the school coordinator sent the letter or newsletter with the parent notification.
How Sent	Drop down list includes Letter mailed home Letter sent home in backpack Notice posted in newsletter Other
Other (How sent)	If some other means of notifying parents was used, record here, such as by facsimile, which is allowed.
Letters sent to	Drop down list included: Sampled students only All eligible students
Letter count	Record how many letters or notices were sent out
Refusal count	When the assessment is completed in the school, record how many parents refused to permit their children to participate

Copy of letter received by Supervisor?	When the appropriate field staff (AC or supervisor) has received a dated copy of the letter, the response should be changed to “Yes”.
Copy of letter sent to state coordinator	When a copy of the letter from public schools has been sent to the state coordinator, change the response to “Yes”.
New enrollees	Dropdown options include: New enrollees sampled, parents notified New enrollees sampled, parents not notified New enrollees added, not sampled No new enrollees added

### 3.2.10 Quality Control

During the assessment field period, in-person quality control visits will be made to ensure that staff training was successful. Also, a percentage of schools will be identified for a quality control telephone calls.

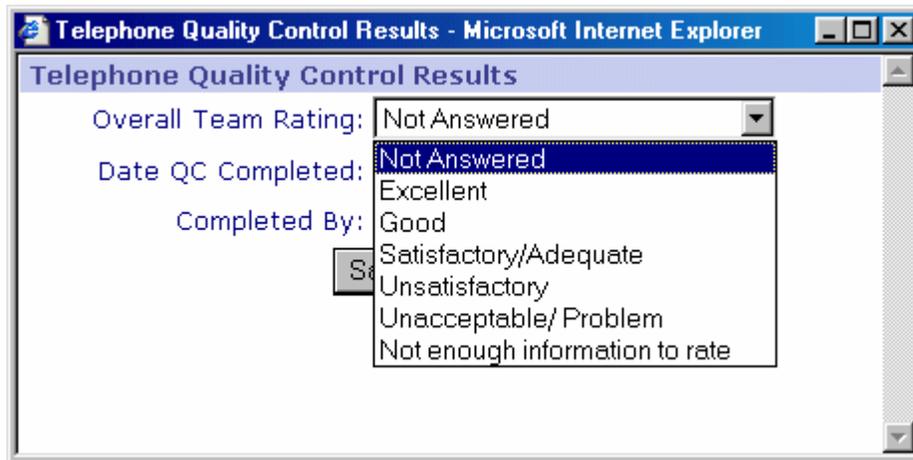
From the main school screen, select a school. On the School Edit screen there is a section titled Enter QC Results (lower right corner). In that section, there will be a link for “In-Person QC”. If the school is flagged for telephone QC followup, there will also be a link for “Telephone QC”.

The screenshot shows a section of the School Edit screen with the following elements:

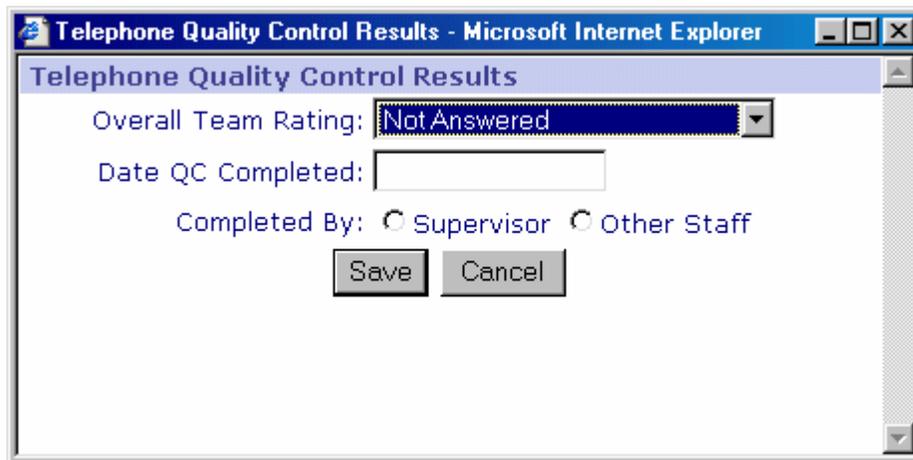
- Scheduled Assessment Time: [input field]
- Date/Method Parent Letters Sent: [View/Edit](#)
- Enter QC Results**
- [Telephone QC](#)
- [In-Person QC](#)

### Telephone QC

When you select the “Telephone QC” link, the Telephone Quality Control Results screen will open. On this screen you can record the Overall Team Rating (from the Telephone QCF) from the drop down list of ratings (Not Answered is the default).



Record the date the QC telephone call was completed using the MM/DD/YY format. Also, select the radio button to indicate whether the QC call was completed by the Region/Area Supervisor or “other staff”.



Click on the **Save** button to save your entries and return you to the School Edit screen. Click on the **Cancel** button to delete your entries and return you to the School Edit screen.

Please note that once you have completed and saved your entries, the “Telephone QC” link will disappear from the School Edit screen.

### **In-Person QC**

When you select the “In-Person QC” link, the In-Person Quality Control Results screen will open. On this screen you can record the Overall Team Rating (from the In-Person QCF) from the drop down list of ratings (Not Answered is the default).

Next to each session ID is a drop down box of names of the AAs and the AC who are assigned to this area. For each session, select the name of the person who conducted the session from the drop down box.

Next to the staff name drop down list is the rating field. Click on the button to reveal the ratings (they are the same as those listed on the QC Form) and select the appropriate rating from the drop down list.

The screenshot shows a web browser window titled "In-Person Quality Control Results - Microsoft Internet Explorer". The page content is titled "In-Person Quality Control Results". It contains several form fields: "Overall Team Rating:" with a dropdown menu set to "Not Answered"; "Session # RM0401:", "Session # RM0402:", and "Session # RM0403:" each with a dropdown menu set to "DONAHUE, GEORGE"; "Date QC Completed:" with an empty text input field; and "Completed By:" with two radio buttons labeled "Supervisor" and "Other Staff". A "Save" button and a "Cancel" button are at the bottom. A dropdown menu is open on the right side, showing a list of rating options: "Not Answered", "Excellent", "Good", "Adequate", "Needs Improvement", "Unacceptable", and "Could Not Rate".

Repeat the procedure for all sessions, identifying the individual who conducted the session and selecting the appropriate rating for him or her.

Record the date the QC was completed using the MM/DD/YY format. Also, select the radio button to indicate whether the QC visit was completed by the Region/Area Supervisor or “other staff”.

Click on the **Save** button to save your entries and return you to the School Edit screen. Click on the **Cancel** button to delete your entries and return you to the School Edit screen.

Please note that once you have completed and saved your entries, the In-Person QC link will disappear from the School Edit screen.

### 3.2.11 Sampling

Click on Sampling to access the sampling panel and view and update this information.

<b>Grade 8 (3120340)</b> <a href="#">General</a> <b>Sampling</b> <a href="#">Session</a>	
Sampling Method	E-File by School
School Requested to take All Students:	No
Student Listing Form Information:	10/30/2002 11:14:00 AM <a href="#">View/Edit</a>
Number on SLF:	136
Number Sampled:	62
Number of Teachers Information:	
<b>Teacher Type</b>	<b>Num of Teachers</b>
Language Arts only	3
Mathematics only	3

Sampling Section of School Edit Screen

The “Sampling Method” field refers to whether the student sampling will be done using an electronic file (E-File) or using a hard copy list of students (SDS). Depending on the year, the options available could be as follows:

Not Designated	Default for every school at the beginning.
E-File by State	State has told Westat they will send electronic files to Westat for sampling
E-File by District	District has indicated they will send electronic files for sampling to Westat
E-File by School	School will submit their list via the MySchool web site
SDS – State office	Sampling will be done by the supervisor in the state office using the SDS
SDS – Home/hotel	Sampling from lists sent to the supervisor.
SDS – School	Sampling from list at the school.

If the home office is notified (usually by the field manager or state coordinator) that a large district will submit files for all of their selected schools, the “Sample Method” will be set to E-File by District by the home office. This information will also be reflected on the MySchool site for all of the schools in the district. On the second step, it will note that the district is expected to submit files and the schools do not need to do so. After Westat has received the files and processed them, the MySchool site for all schools in the district will inform them that they do not need to submit their files. We also expect a

few states to submit a file for all of its public schools. When the home office is notified, the system will indicate E-File by State and the MySchool site will also notify each school.

When the sampling has been completed for a school (E-Filing or by the SDS), the “Number Sampled” and the “Number of Sessions” will be indicated in this panel.

### **3.2.12 Take All Schools**

In some years, schools (primarily elementary schools) are given the option to have all of their grade eligible students assessed if there are no more than a specified number in the grade (120, for example). If a school requests that we assess all of the eligible students, you will update the SCS to reflect this. When this option is available, it is expected that many grade 4 schools will want this option.

### **3.2.13 Student Listing Form Information**

In previous years of NAEP, we provided a form called the Student Listing Form. Today, references to this form generally refer to a list of all eligible students for a school, which is most often produced by their computer system. If you have received a copy of such a list from which you will sample (using the Student Data System), you should record receipt information in the SCS.

### **3.2.14 Teacher Information**

In most NAEP assessments, teacher questionnaires will be prepared and distributed to schools prior to the assessment being conducted so that they can be collected on assessment day.

Number of Teachers Information:	
Teacher Type	Num of Teachers
Language Arts only	3
Mathematics only	3

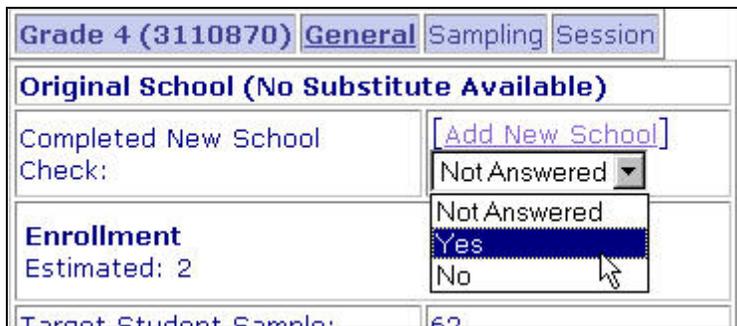
The “Teacher Type” link will open a small dialog box into which you can record the number of teachers (language arts and mathematics, for the assessment illustrated). As illustrated, the SCS will display the number of teacher for each subject so that the proper number of questionnaires can be

prepared and sent to the school. State coordinators have been asked to update this information for the public schools.

### 3.2.15 New Schools

Some public school districts with selected schools have been identified as “small districts”. This designation indicates that according to the sample frame (the CCD) there is only one school with the sampled grade in the district. If such a district has another school with the same grade as the sampled school, information about the new school(s) should be obtained by the state coordinator and recorded in the SCS on the New School Form.

The lists of schools sent to state coordinators will have a flag noting these small districts. Likewise, the SCS will indicate which schools are thought to be the only school with the sampled grade in their district. In the panel on the right side of the school edit screen, the system notes, “Completed New School Check”. After confirming with the school or its district that there are no other schools in the district with the sampled grade, the state coordinator will select “Yes” from the drop down list indicating that the check has been completed.



If there is another school (or schools) with the sampled grade, after changing the answer to “Yes”, clicking on the “Add New School” link will access the New School form as shown below.

The screenshot shows a web browser window titled "New Schools - Microsoft Internet Explorer". The main content area is titled "New School" and contains the following form fields:

- Name: [text input]
- Address: [text input]
- Address (cont'd): [text input]
- City, State: Zip: [text input], [text input], [text input]
- Phone: [text input]
- Contact: [text input]
- Enrollment: [text input]
- Grade Span: [text input]
- Comments: [text area]

At the bottom of the form are two buttons: "Save" and "Cancel".

New School Form

The state coordinator will fill in the name and address of the new school as well as the other contact information. The enrollment (of the sampled grade) and grade span are also important. A comment field is available for recording any information felt to be important or noteworthy.

After this information has been recorded, it will be necessary for NAEP to check to see if this school is actually on the CCD list of schools though incorrectly identified under a different district. It is important that no school have more than one chance of being added to the sample. If the school is found on the CCD, then it was not selected originally and will not now be added to the study. If the school is not on the original list of schools in the CCD, the school will be added to the sample.

Westat will notify the state coordinator when the school can be considered part of the NAEP assessments.

### 3.2.16 Session Information

After the assessment has been conducted in a school, the NAEP assessment coordinator (or supervisor) will update the session statistics in this part of the system.

Session Classroom	Session Date	Time	Original Sample	With Names	Students New		Withdrawn/Ineligible	To Be			Assessed In Original	Irregular
					Enrollee Sample	Total In Sample		Assessed	Absent	Refused		
L11201	No Date		0	0		0	0	0	0	0	0	0
L21201	No Date		0	0		0	0	0	0	0	0	0
LS1201	No Date		0	0		0	0	0	0	0	0	0

Summary Session Information

Each line represents one “session” as identified by the student information on the corresponding Administration Schedule. Even if sessions are combined (all students listed on 2 or more Administration Schedules are assessed in the same room), the summary boxes at the top of the Administration Schedule should reflect the information (the counts of Administration Codes) for the students on that Administration Schedule.

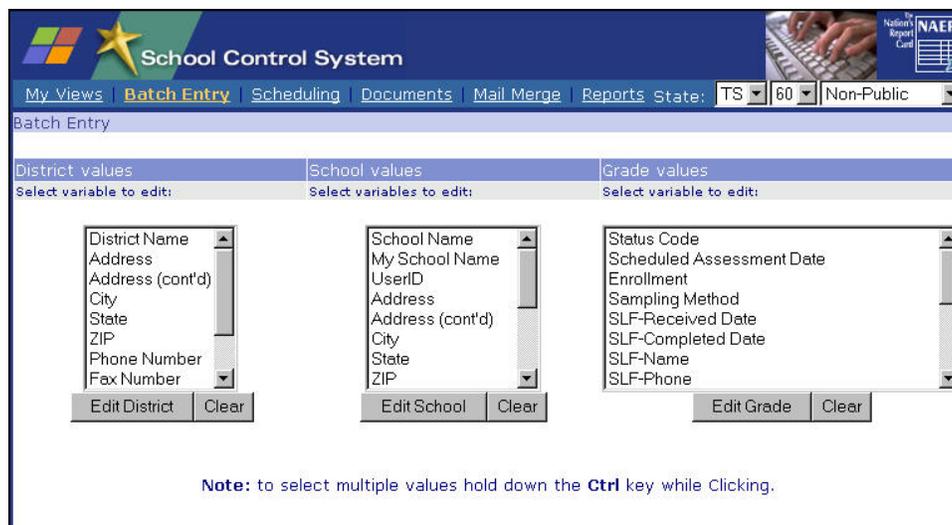
Click on the scroll bar at the bottom of the Session Data window to scroll over to the field out of view. As you will note, several of the fields are calculated as data are entered in the other fields.

Session information should be recorded in this window within 24 hours of completing the assessments in a school.

## 4 MAKING BATCH ENTRIES

### 4.1 Overview

This option allows you to make a “batch” of similar entries by working down a list of schools. This can be a time-saver, because it eliminates the need for calling up individual school screens.



The screenshot shows the 'Batch Entry' screen in the 'School Control System'. The interface includes a navigation bar with options like 'My Views', 'Batch Entry', 'Scheduling', 'Documents', 'Mail Merge', and 'Reports'. Below this, there are three columns for editing data:

- District values:** District Name, Address, Address (cont'd), City, State, ZIP, Phone Number, Fax Number. Buttons: Edit District, Clear.
- School values:** My School Name, UserID, Address, Address (cont'd), City, State, ZIP. Buttons: Edit School, Clear.
- Grade values:** Status Code, Scheduled Assessment Date, Enrollment, Sampling Method, SLF-Received Date, SLF-Completed Date, SLF-Name, SLF-Phone. Buttons: Edit Grade, Clear.

A note at the bottom reads: "Note: to select multiple values hold down the Ctrl key while Clicking."

Batch Entry

Batch entries can be made to update district information (the first column in the screen shot above), school information (the middle column), or schools' grade fields (the third column).

To use this option, first determine which of the three sets of data you will be updating – district, school, or grade. Then within that column, which field or fields you need to update. Note that it is possible to select more than one field within one set of data, but you can not select one value from each of two columns at the same time. To select multiple fields on one column to update, hold down the **Ctrl** key as you click on the two or more field labels. Don't select District Name or School Name unless you need to make changes to these fields. The district and school names always will be displayed by default.

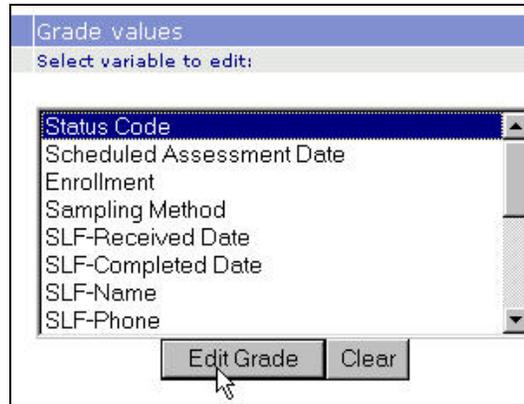
To explain how to use this option, we will work through the steps using an example of updating status codes for several schools.

## 4.2 Using Batch Entry to Update Status Codes

We will walk through the steps you will follow to update status codes for several schools.

**Step 1.** Select the value or field to be changed or updated.

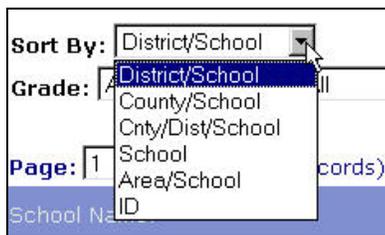
In this case, we select the Status Code value. Then, click on the **Edit Grade** button.



Selecting Status Code to Update

**Step 2.** Locate the school(s) to be updated.

All schools within the region will be displayed sorted by district. However, if you want to change the list, that option is available.

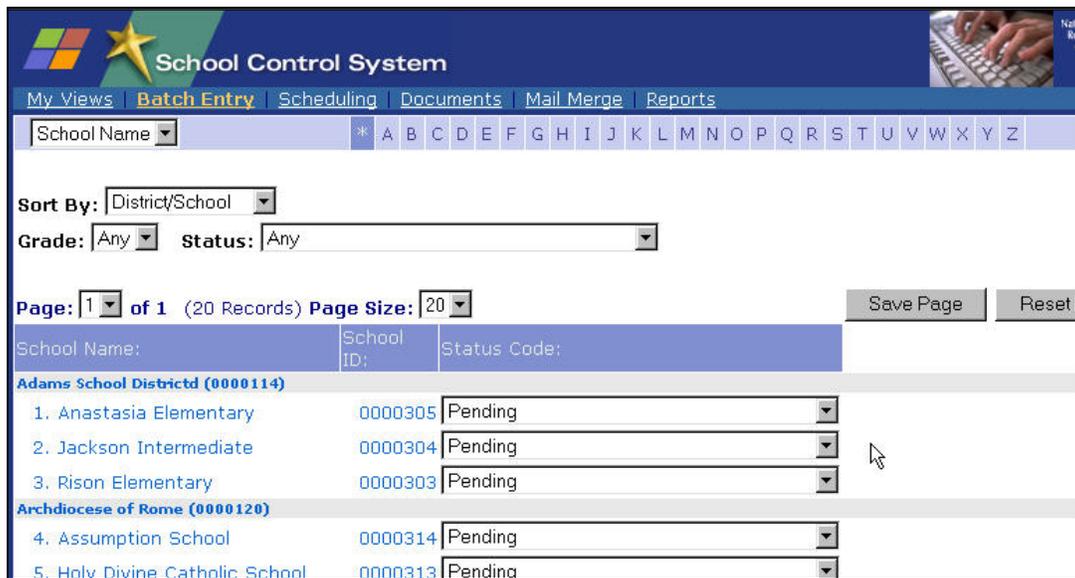


The sort order can be changed to:

- Schools by county,
- Schools by their county and district,
- Alpha sort by school name,
- Schools by their geographical NAEP area,  
or
- Schools by their NAEP ID.

The list can be subset to only one grade level and also subset to one of the status codes.

A sample of the sort by district (the default) is shown below.



Batch Entry Updating Status Codes

Using this sort, schools within a district can easily be located. If you want to search for schools beginning with the same letter, use the alpha tabs at the top of the screen.

**Step 3.** Change or Update the value.

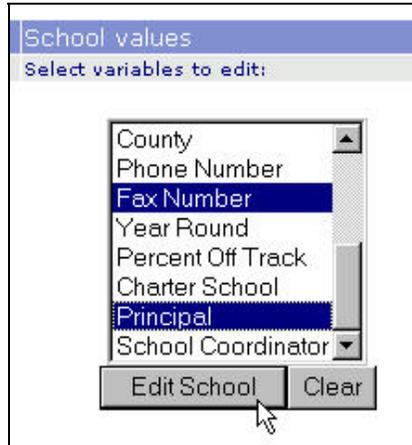
Click on the **Down Arrow** button next to the “Status Code” field for the school, and select the correct status code. As an alternative, with the status field highlighted, if you type the first letter of the status you want entered, the system will display the entire code. Press the **Tab** key to move to the next school.

**PLEASE NOTE:** After you have updated information on one screen or page, you must click on the **Save Page** button before going to the next page of listings or returning to the main **Batch Entry** screen. If you do not, your changes will **NOT** be saved.

**4.3 Using Batch Entry to Update Multiple Fields**

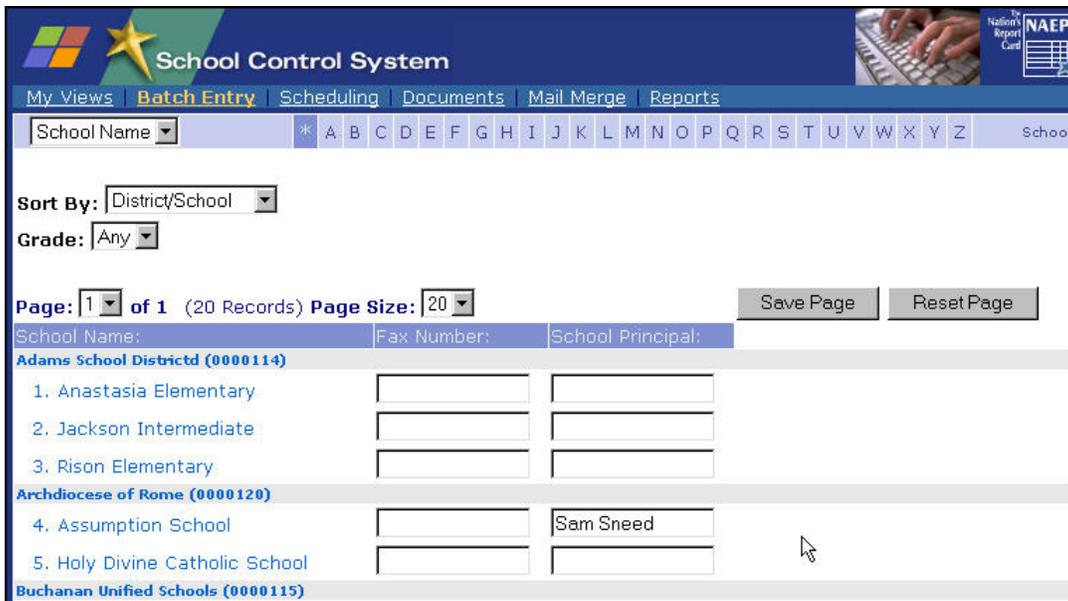
If you want to select more than one field to update, you can do so, but only within one of the values panels – district, school, or grade. You cannot select one value from the school list and one from the grade list.

To select more than one field, click on one field and then, while holding the **control** key, click on the next field. In the example below, we have selected two values in the school files to update – principal and fax number.



Batch Entry Multiple Selection

After double checking your selections (remember, you might need to scroll up or down to see that both have been selected), click on the **Edit School** button.



Batch Entry Updating Fax Number and School Principal

Both fields will be listed. If the fields are too wide to be displayed on the screen, you may need to scroll to the right.

Don't forget to click on the **Save Page** button before leaving the screen. After making your updates, you can return to the main Batch Entry selection screen by selecting Batch Entry from the menu choices at the top of the screen.