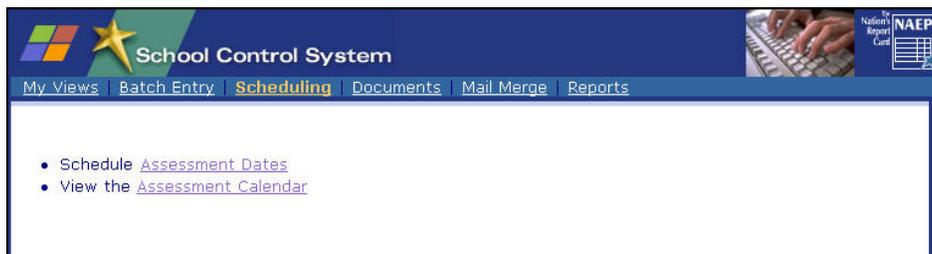


5 SCHEDULING

5.1 Overview

Currently, there are two options available when you select the Scheduling menu option.

- Viewing the calendar showing assessment dates for your Region/Area; and
- An option that field managers have been using for assigning assessment dates.



Scheduling Selection Screen

It is unlikely that you will use the assessment date option.

Clicking on “Calendar” will take you to the six-week assessment calendar.

5.2 The Calendar

The schedule for all of the schools in a region and area can be viewed in the calendar. Displayed are the school’s name, number of sessions, the NAEP ID, and the school’s status. The calendar for each region and area you are responsible for should be checked carefully and frequently as you contact schools and discuss assessment dates. Public and nonpublic schools are displayed so you can see the entire schedule for a region and area.

A sample of a calendar from NAEP 2003 is shown below.

Print Version

Six Week Assessment Calendar
Jan. 27th - March 7th

Area(*)

S	M	T	W	T	F	S
26	27	28 Rison Elementary 0000303 Sessions: 3 <i>Pending</i>	29 Chapel Hill School of Learning 0000316 Sessions: 2 <i>Pending</i>	30 Jackson Intermediate 0000304 Sessions: 2 <i>Pending</i>	31 Anastasia Elementary 0000305 Sessions: 3 <i>Pending</i>	1
2	3 Anderson Elementary 0000307 Sessions: 3 <i>Pending</i>	4 The Academy for Excellence 0000322 Sessions: 2 <i>Pending</i>	5 First Avenue Elementary 0000308 Sessions: 3 <i>Pending</i>	6	7 Holy Divine Catholic School 0000313 Sessions: 3 <i>Pending</i>	8
9	10	11	12	13	14	15

Sample Assessment Calendar

Field managers, state coordinators, and home office staff will be checking the calendars. As you determine that a school is not eligible to participate (closed, does not have the sampled grade, or does not have any grade-eligible students), its status should be updated as soon as possible and its assessment date removed.

Schools will only be displayed on the calendar if they have an assessment date recorded in the SCS and their status code is one of the following: Pending, Pending Cooperation, Cooperating, or Interim Refusal. Once a school's status is changed to a final refusal or ineligible, the school will no longer be displayed on the calendar.

Remember, you cannot actually change any information on the calendar. If you need to record a different assessment date for a school, you will need to go to the school's page and make the change there.

Information displayed on the calendar is:

- School name
- School's NAEP ID
- Number of sessions (in parenthesis)

- School's participation status

The school name is underlined indicating it is a hyperlink. If you want to go directly to a school's information, click on the school name and go to the school edit page.

If you want to print out the calendar, a "printer version" of the calendar is available. (See Exhibit 2 at the end of this document.) You will note in the upper left of the screen is the printer version hyperlink. The result will be more calendar and less header printed out. Return to the previous version by clicking on the browser **Back** arrow (or use your **Back Space** key).

6 DOCUMENTS

Several documents are available for state coordinators to use as they recruit schools and answer questions about NAEP. The Documents section of the SCS contains letters to districts and to schools, descriptions of the study (“Summary of Activities”), press releases, and forms. While these are for public schools, there may be occasions when you need to see what some document contains. Thus, you have access to them in the same way that state coordinators do.

Below is an example from one page of the documents available during NAEP 2003.

Title	Description	Date
Letter to Superintendent 01	Letter from state superintendent to district superintendent in a state with prior state NAEP participation.	9/19/2002 11:14:00 AM
Letter to Superintendent 02	Letter from state superintendent to district superintendent in a state with no prior state NAEP participation.	9/23/2002 8:41:00 AM
Letter to Superintendent 03	Letter from state superintendent to district superintendent in a district not receiving Title I funding.	9/23/2002 8:42:00 AM
Letter to School Principal	Letter from NAEP state coordinator to school principal.	9/23/2002 8:42:00 AM
Letter to Refusing District	Letter from state superintendent to refusing district superintendent in a district not receiving Title I funding.	9/23/2002 8:43:00 AM
Press Release State.	Press release to notify that the state is participating in the NAEP assessments.	9/23/2002 8:50:00 AM

-Select document to **download**

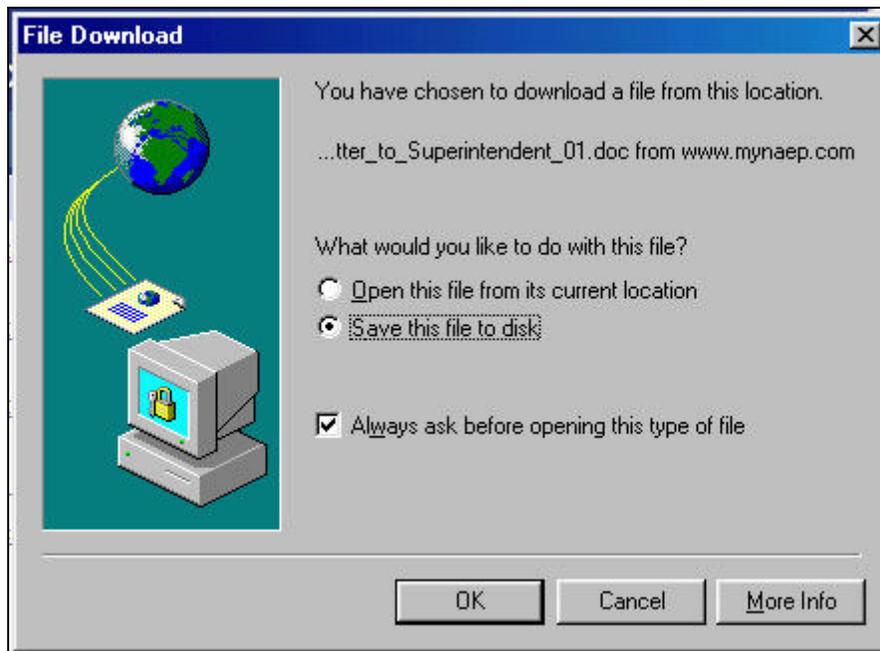
[Next Page >>](#)

Page: 1 of 5

Documents

The list of documents shows the document title, a brief description, and the date it was stored in the SCS. Scrolling down the screen, you will see that there may be more than one page or screen listing the documents.

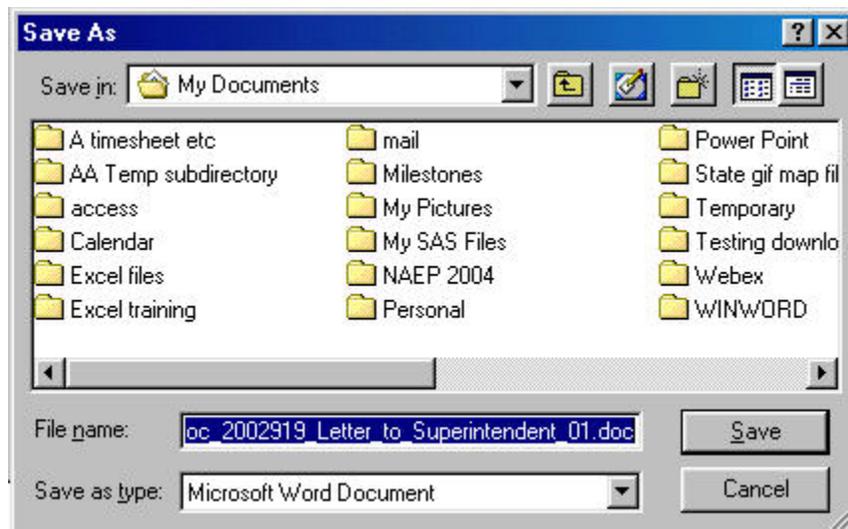
To look at or download a copy of the document, click on the title hyperlink.



Microsoft security notice.

Unless this Microsoft security notice has been disabled on your system, it will be displayed. It gives you the option of opening the document or saving it to your computer. The default is usually to save the file so that the virus checker on the computer can scan the file to be sure it is safe.

When you select the save file option, the next dialog window appears.



Saving the Document

The default option is usually to save files to My Documents. If you have created folders or subdirectories you can select in which to store the file. You can modify the name of the file before saving.

All of the documents stored in the Documents section of the SCS were created in Word unless otherwise noted.

If you download a file created in Adobe, you can read the document with Adobe Reader (on your computer).

7 MAIL MERGE

7.1 Overview

This option was originally developed to provide state coordinators with a means of generating mailing labels and customized letters. Through this option, an electronic file is created that can be used with another application, such as a word processor to generate individualized letters, mailing labels, etc. It can also be used with Excel to generate specialized reports. It is this latter use that you might find of great benefit to you.

Using this feature, you will follow four relatively simple steps as you:

- Select the fields that you want to use;
- Indicate how you want the data sorted;
- Indicate which of the records you want included (subsetting or filtering); and then
- View the results and create an electronic file of the data to be printed.

This section will guide you step by step in producing a report that is not available through the system's regular Reports menu option.

7.2 Creating an Area Status Report

In this example, we will walk you through the process of creating a report that recruiting supervisors will want to produce rather frequently. This report will list all of the schools that you are responsible for contacting in an area by name and ID and will show you the scheduled assessment date for each school as well as its participation status. You will want to produce this report before you begin making your calls for the day to be sure that the entries for the schools that you are responsible for are up to date and correct.

From the menu options at the top of the screen, select Mail Merge.

Step 1. Select Fields

Steps: 1. Select Fields 2. Sort Fields 3. Subset/Filter 4. Preview/Export My Mail Merges (2)			
Select the fields you want to be included in your custom letters/labels/reports. Reset Next >>			
District Information	School Information	Grade Information	Session Information
<input type="checkbox"/> District Name	<input checked="" type="checkbox"/> School Name	<input checked="" type="checkbox"/> NAEP ID	<input type="checkbox"/> NAEP ID
<input type="checkbox"/> My NAEP User ID	<input type="checkbox"/> My NAEP User ID	<input checked="" type="checkbox"/> Status	<input type="checkbox"/> NAEP Session ID
<input type="checkbox"/> Small District Flag	<input type="checkbox"/> Address 1	<input type="checkbox"/> Stage	<input type="checkbox"/> Dropped
<input type="checkbox"/> Address 1	<input type="checkbox"/> Address 2	<input type="checkbox"/> AC ID	<input type="checkbox"/> Class Room
<input type="checkbox"/> Address 2	<input type="checkbox"/> City	<input type="checkbox"/> Rating	<input type="checkbox"/> Session Date
<input type="checkbox"/> City	<input type="checkbox"/> State	<input checked="" type="checkbox"/> Scheduled Assessment Date	<input type="checkbox"/> Makeup Date
<input type="checkbox"/> State	<input type="checkbox"/> Zip	<input type="checkbox"/> Small District Flag	<input type="checkbox"/> Makeup Status
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Telephone	<input type="checkbox"/> Completed Small Check	<input type="checkbox"/> Total in Sample
<input type="checkbox"/> Telephone	<input type="checkbox"/> Fax	<input type="checkbox"/> Original/Substitute	<input type="checkbox"/> Students with Names
<input type="checkbox"/> Fax	<input type="checkbox"/> County	<input type="checkbox"/> Estimated Enrollment	<input type="checkbox"/> Withdrawn
<input type="checkbox"/> Director	<input type="checkbox"/> My School Name	<input type="checkbox"/> Session Type	<input type="checkbox"/> To Be Assessed
<input type="checkbox"/> Superintendent	<input type="checkbox"/> My School Phase	<input type="checkbox"/> Dropped Session	<input type="checkbox"/> Assessed
<input type="checkbox"/> Contact	<input type="checkbox"/> School Type	<input type="checkbox"/> National Subsample	<input type="checkbox"/> Absent
	<input checked="" type="checkbox"/> Region	<input type="checkbox"/> Number of Parent Letters	<input type="checkbox"/> Excluded
	<input checked="" type="checkbox"/> Area	<input type="checkbox"/> SLF Completion Date	<input type="checkbox"/> Assessed Original
	<input type="checkbox"/> School in ELS	<input type="checkbox"/> SLF Reception Date	<input type="checkbox"/> Assessed Makeup
	<input type="checkbox"/> School in ECLS	<input type="checkbox"/> Special Situation Form Exists	
	<input type="checkbox"/> School Principal	<input type="checkbox"/> Refusal Form Exits	
		<input type="checkbox"/> Substitute Exits	

Mail Merge Step 1

As it states at the top of this screen, in Step 1 you will select the fields you want to be included in your report. You will do this by clicking on the name of the field or in the small box in front of it.

For this report, select the following fields:

- School Name
- Region:
- Area;
- NAEP ID;
- Status; and
- Scheduled Assessment Date. (Note that this is not “session” date.)

The order in which you select these fields does not matter. You will set the sort order in the next step.

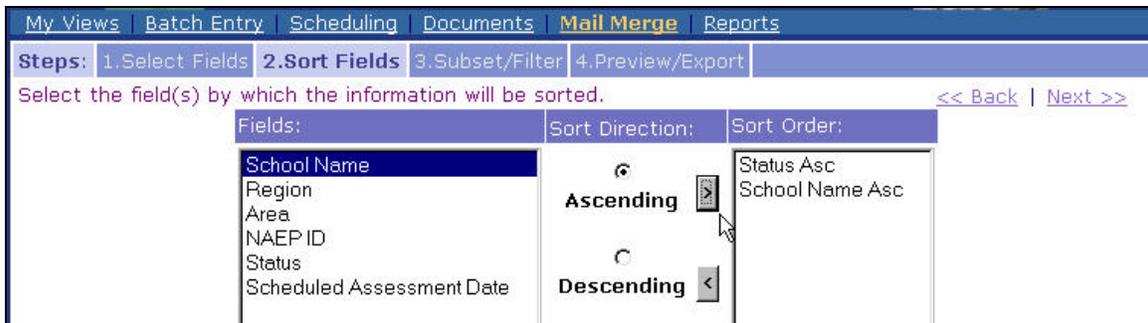
Next, click on the second tab and go to Step 2 in Mail Merge.

Step 2. Sort Fields

How do you want the report or list of schools sorted? We will sort the report by school status.

First, put the focus of the computer on the sort field by clicking on Status in the list under “Fields” (on the left of the screen). Next, click on the button with the right arrow (>) to indicate that you want to “send” that field into the box labeled ”Sort Order” (on the right of the screen).

Let’s select school name as our second sort order so that they are in alpha order on the list. Below, the selections that we have made are displayed in the “Sort Order” column.



Step 2: Select Sort Fields

If you make a mistake, or change your mind after copying a field from the list of fields to the “Sort Order” list, click on the field name in the “Sort Order” list and click on the left (<) arrow to remove it from the “Sort Order” list.

When finished with your selections here, go to Mail Merge Step 3.

Step 3. Subset File

In this step, you will tell the system that you want a report for only one area. You can come back and create a report for another of your areas after producing the first list.

As this step indicates, you will "subset" or filter the data so that the schools in only one area will be displayed.

First, select the field "Area" (click on it). In the Field Values panel will be displayed all of the areas for which you are responsible in one region.

What you have created at this point is what you might call a statement or condition. In plain English this is that you want the list to be comprised only of schools for which area equals “1”. You didn’t need to select “equals” since that is the default option. The other symbols are explained below (Section 7.4) if you are not familiar with them.

Subset Fields:	Operators	Fields Values:
School Name	<input checked="" type="radio"/> =	1
Region	<input type="radio"/> >	2
Area	<input type="radio"/> > =	
NAEP ID	<input type="radio"/> <	
Status	<input type="radio"/> < =	
Scheduled Assessment Date	<input type="radio"/> < >	
	Multiple Conditions	
	<input type="radio"/> AND	
	<input checked="" type="radio"/> OR	

First part of Step 3

Now, you need to complete the process by adding the statement or condition to the “Complete Subset” box. You do this by clicking on the **Add Condition** button. In the panel under that button you will see the full statement or condition that you have created.

Subset Fields:	Operators	Fields Values:
School Name	<input checked="" type="radio"/> =	1
Region	<input type="radio"/> >	2
Area	<input type="radio"/> > =	
NAEP ID	<input type="radio"/> <	
Status	<input type="radio"/> < =	
Scheduled Assessment Date	<input type="radio"/> < >	
	Multiple Conditions	
	<input type="radio"/> AND	
	<input checked="" type="radio"/> OR	

Complete Subset:

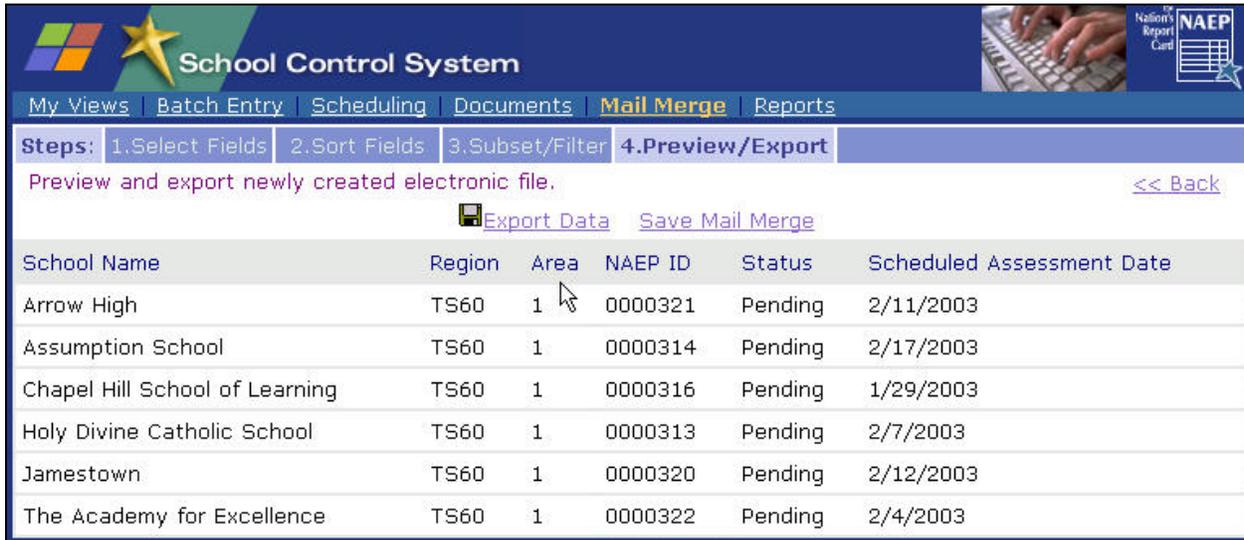
(Area = '1')

Adding the Condition to the Subset

Now we are ready to see the list, so go to step 4.

Step 4. Preview and Saving

Here, you can see the results of your efforts in the preceding steps before you actually create the electronic file. If you need to modify something, you can go back to Step 3 or Step 2.



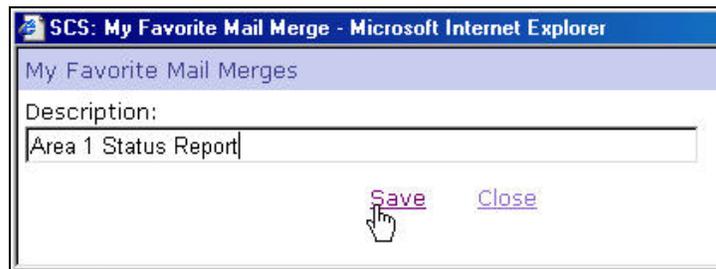
Preview and export newly created electronic file. [Export Data](#) [Save Mail Merge](#) [<< Back](#)

School Name	Region	Area	NAEP ID	Status	Scheduled Assessment Date
Arrow High	TS60	1	0000321	Pending	2/11/2003
Assumption School	TS60	1	0000314	Pending	2/17/2003
Chapel Hill School of Learning	TS60	1	0000316	Pending	1/29/2003
Holy Divine Catholic School	TS60	1	0000313	Pending	2/7/2003
Jamestown	TS60	1	0000320	Pending	2/12/2003
The Academy for Excellence	TS60	1	0000322	Pending	2/4/2003

Preview of Report – Step 4

If your report looks all right, select the "Save Mail Merge" option at the top of the screen. This will allow you to save the report format in the "My Mail Merges" tab so that you can very quickly recreate the report for this area any time you want to run it again on up-to-date data.

When you click on Save Mail Merge, a small dialog box will open giving you the opportunity to give your report a name. Enter the name and click on "Save".



Naming and Saving Custom Mail Merge

You should print out this report before going any farther. Click on the print icon at the top of the screen (being sure that your printer is connected and turned on.)

Web sites unfortunately do not always print out very well. It is quite possible that, at a page break, part of a line will print at the bottom of one piece of paper and part of it on the top of the next page. An option would be to save or “export” the report to an Excel file and print it from Excel. (See Section 7.5)

Now that you have saved this report as one of your mail merges, you can access it any time you need to by clicking on the My Mail Merge tab. Below is an example of how the listing will be displayed.

Steps:	1.Select Fields	2.Sort Fields	3.Subset/Filter	4.Preview/Export	My Mail Merges (1)
My Favorite Mail Merge List					
	Name/Description	Details			
Load Delete	1. Area 1 Status Report 9/25/2002 2:40:35 PM	Columns: School Name, Region, Area, NAEP ID, Status, Scheduled Assessment Date Order by: Status Asc, School Name Asc Conditions: Where Region = 'Current Region'			

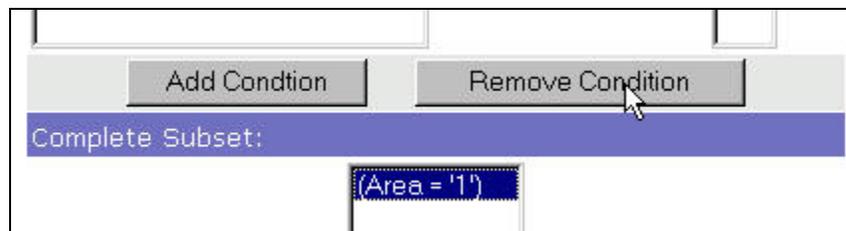
My Mail Merges

Select Load to get a report showing you the most recent report of the status codes and assessment dates for Area 1.

7.3 Creating an Area Status Report for another area.

If you want to create a status report for another area, you can easily do so. Go back to step 1 of the Mail Merge process by clicking on the tab labeled Step 1 Select Fields. As you will see, the fields that you originally selected will still be selected. Go through the steps until you get to the step 3 so that you can select a different Area for your next report.

In Step 3, you will need to remove the condition Area = 1 so that you can create a new condition of Area = 2. To do this, highlight the condition you created for the first report and then click on the **Remove Condition** button.



Removing the Condition “Area=1”

Then, return to the top part of the screen and create the condition Area = 2 and click on the **Add Condition** button.

Then, in step 4, if the report looks right, you can save it in My Mail Merges. This time, we saved it as “Area 1 Status Report”.

Click on the tab labeled My Mail Merges. As you see in the screen shot, your area status report is saved and available for you to use again.

Steps:		1.Select Fields	2.Sort Fields	3.Subset/Filter	4.Preview/Export	My Mail Merges (2)
My Favorite Mail Merge List						
		Name/Description		Details		
Load Delete	1.	Area 1 Status Report <i>9/25/2002 2:40:35 PM</i>		Columns: School Name, Region, Area, NAEP ID, Status, Scheduled Assessment Date Order by: Status Asc, School Name Asc Conditions: Where Region = 'Current Region'		
Load Delete	2.	Area 2 Status Report <i>9/25/2002 2:46:57 PM</i>		Columns: School Name, Region, Area, NAEP ID, Status, Scheduled Assessment Date Order by: Status Asc, School Name Asc Conditions: Where Region = 'Current Region'		

2 Area Status Reports in List of Favorites

7.4 Explanation of mail merge symbols

If you are not familiar with the symbols used in Step 3, subsetting the fields, they are explained below.

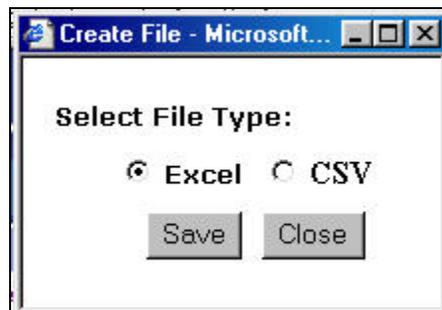
- = Equals (the default)
- > Greater than
- >= Greater than or equal to
- < Less than
- <= Less than or equal to
- <> Does not equal

If you are familiar with these mathematical symbols, you are also aware that they are not displayed completely accurately within the SCS. However, it is not always possible to use the actual mathematical symbols when designing screens such as this.

7.5 Export Data

After you have created a report with Mail Merge, you can save the entire report in an Excel file. While the option discussed in Step 4 section 6.2 saves the format (“condition”), this option saves the actual data that you have put in a report.

With the report displayed in Step 4 of the Mail Merge steps, click on the “Export Data” link at the top of the screen. A small dialog box will appear asking if you want to save an Excel or CSV file.



Excel is the default. The file type CSV is a format that can be used by a wide variety of applications. Saving the file in Excel will make it immediately available to you.

8 REPORTS

8.1 Overview

On the menu options at the top of the SCS screen, click on Reports and you can select which report you want to work with as you see below.

The screenshot shows the 'School Control System' interface. At the top, there is a navigation bar with the following options: My Views, Batch Entry, Scheduling, Documents, Mail Merge, Reports (highlighted), State: TS, 60, and School Type(*). Below the navigation bar, there are four report categories, each with a 'School Type' dropdown, a 'Filter' dropdown, and a 'Sorts' dropdown, along with a 'Run Report' button.

Report Category	School Type	Filter	Sorts
1. Summary Tallies	Public Schools	N/A	N/A
2. School Status Listings	All	Active Schools	District
3. Assessment Schedule	All	Cooperating Schools	District
4. Student Sampling Listing	All	Active Schools	District

Report Menu

Filter and sort options are available for all except the first, summary report. There is no sort available for it, but you can select the school type (as explained below) and elect to see just one region or all regions for which you are responsible.

To run a report, first select the “school type” that you want. The options are:

All	All public and non-public schools in the area and region.
Public	Only the public schools.
Non-Public	Only the non-public schools.
District	Only the schools participating in the District NAEP (when part of the study).

After selecting the school type, set the filter and sort options (explained below), and click on the **Run** button. After the report is “run”, it will be displayed on the screen. If you want to print the report, you must do so before closing the report (see below). The reports can also be saved as Word files or as Excel files.

8.1.1 Viewing Reports

Below is an example of Report 2 viewed on the screen.

Report 2: School Status Listing

Run Date: 07/23/03
Time: 7:49 pm
Page 1 of 1

School Name	NAEP ID	Status	Scheduled Date	Enrollment	A/C
Adams School District					
Adams Elementary	0000305	Pending	1/31/03	200	
Jackson Intermediate	0000304	Pending	1/30/03	80	
Ross Elementary	0000303	Pending	1/28/03	95	
Archdiocese of Rome					
Assumption School	0000314	Pending	2/17/03	50	
Holy Divine Catholic School	0000313	Pending	2/7/03	83	
Buchanan Unified Schools					
Anderson Elementary	0000307	Pending	2/3/03	85	
First Avenue Elementary	0000308	Pending	2/5/03	145	
Park Middle School	0000306	Pending	3/6/03	70	
Columbus Consolidated Schools					
Kelly Place Elementary	0000309	Pending	2/25/03	60	
Davis School District					
Shannon Middle/High	0000310	Pending	2/20/03	100	
Osborn Senior High	0000311	Pending	2/19/03	120	
Evans County Schools					
Wavona Ave Elem	0000312	Pending	2/14/03	80	
TS (Non-Pub Non-Cath) Schools					
Amew High	0000321	Pending	2/11/03	95	

Report 2

The reports have a different look for NAEP 2003. On the left, the Preview pane shows you the list of districts by which the report was sorted. If you click on one of the district/county names, the system will jump to that part of the report.

For this report, we had selected the following criteria:

- School type = All (public and non-public)
- Filter = All schools (pending, cooperating, refusing, etc.)
- Sort = District

The report menu bar is explained in the following section.

The default size for the report is for it to be seen without having to scroll across the screen. The size can be increased as explained below if you cannot read the report.

8.1.2 Report Menu Bar

The menu bar at the top of the report screen is shown below with explanations for each of the icons. When you pause the mouse pointer over an icon, its label is displayed. Some of these are more fully discussed in the following sections.



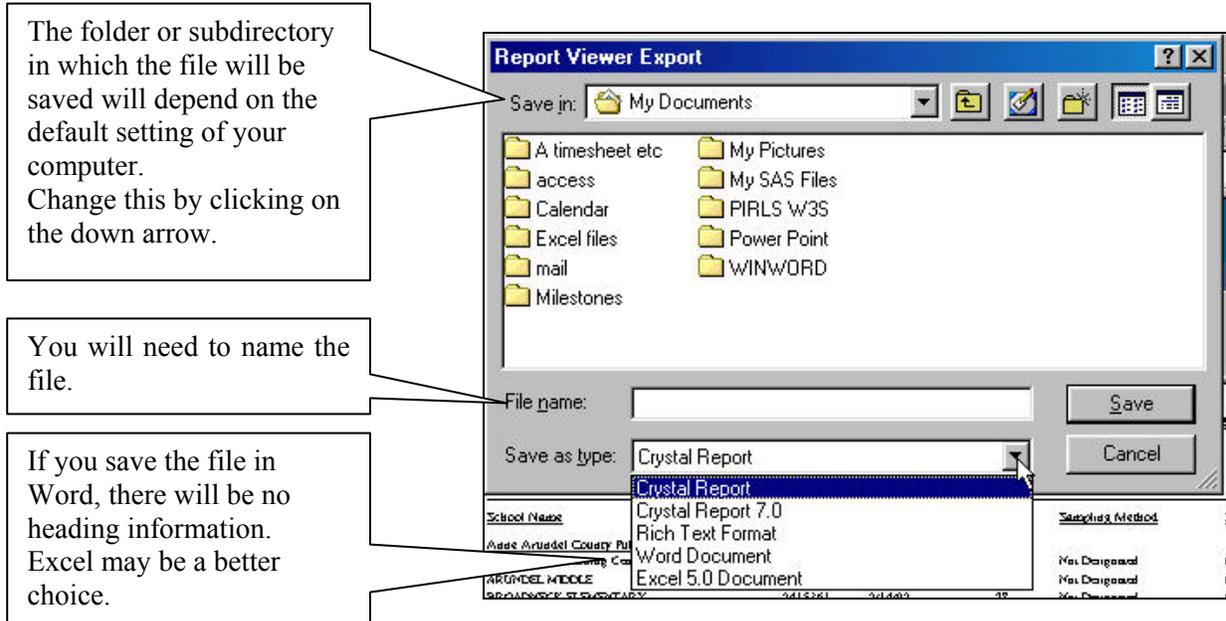
- X -- The first icon (an X) is inactive.
- Printer -- Use this icon if you want to print the report.
- Envelope -- Use this icon, labeled “Export Report”, to save the report to your hard drive.
- Lightning bolt -- This icon will not be used.
- “Toggle Group Tree” -- When you click on this icon, the “Preview” panel on the left closes. Click the icon again to reveal the Preview pane.
- X% -- The size of the report as you see it. You can change the size by clicking on the down arrow next to this field.

The next series of icons allow you to move from page to page, to jump to the last page of the report by clicking on this icon . After you have moved beyond page 1, the left facing arrows become active so that you can go back one page at a time or jump to the first page. Click in the field with the page number and change the number to jump directly to a page.

 The search icon will function in the reports. If you want to find one particular school in the list, for example, click on the icon and enter the school’s name. The system will jump to that school and outline its name on the report.

8.1.3 Exporting Reports

The report that you are looking at can be “exported to” or saved on your hard disk. As shown below, after you click on the envelope icon, a dialog box will appear allowing you to name the file, select what type of file you want it to be (a Word or Excel file, for example), and where the file will be saved.



8.2 Report 1: Summary Tallies

This report (shown below) provides summary numbers on the status of the recruitment activities for all sampled schools in a region. This report summarizes the participation status of all originally sampled schools as well as the status of activated substitute schools.

The report provides a breakdown of the participation status for all three grades including unweighted response rates and indicates the progress you have made in entering enrollment information and sampling related information.

To accommodate the number of columns in the report, it prints in landscape on two pages. (You do not need to do anything different to the paper as it feeds into the printer.)

2003 NAEP Monday, August 05, 2002
The Nation's Report Card

Report 1: Summary Tallies Run Date: 8/5/02
Time: 3:04 pm
Page 1 of 2

Region =
Area =
School Type = Public Schools

	Grade 4 Number	Percent	Grade 8 Number	Percent	Grade 12 Number	Percent
1. Status of Original Schools						
A. Pending	0	0	0	0	0	0
B. Pending Cooperating	117	93.6	109	87.2	9	100
C. Cooperating	117	93.6	109	87.2	9	100
D. District Refusal - All Schools	0	0	0	0	0	0
E. School Refusal	0	0	5	4	0	0
F. Interim Refusal	0	0	0	0	0	0
G. School Refusal - by District	0	0	2	1.6	0	0
H. School Closed	1	0.8	1	0.8	0	0
I. Ineligible - Has Grade/No Eligible Students	0	0	0	0	0	0
J. Ineligible - Does Not Have Grade	1	0.8	0	0	0	0
K. Ineligible - Not a Regular School	6	4.8	7	5.6	0	0
M. Total Original Schools	125	100	125	100	9	100
2. Status of Activated Substitute Schools						
A. Pending	0	0	1	1.28	0	0
B. Pending Cooperating	0	0	1	1.28	0	0
C. Cooperating	0	0	0	0	0	0
D. District Refusal - All Schools	0	0	0	0	0	0
E. School Refusal	0	0	3	3.85	0	0
F. Interim Refusal	0	0	0	0	0	0
G. School Refusal - by District	0	0	1	1.28	0	0
H. School Closed	0	0	0	0	0	0
I. Ineligible - Has Grade/No Eligible Students	0	0	0	0	0	0
J. Ineligible - Does Not Have Grade	0	0	0	0	0	0
K. Ineligible - Not a Regular School	0	0	0	0	0	0
M. Total Activated Schools	115	100	78	100	7	100
3. Status of Activities (Cooperating Schools Only)						

Report 1

8.2.1 Interpreting the Report

Report 1 is divided into four sections briefly explained below:

- Status of Original Schools
- Status of Activated Substitute Schools
- Status of Activities (Cooperating Schools Only)
- All School Summary

8.2.2 Status of Original Schools

This section gives the distribution of participation status codes assigned to all schools in the original sample for all three grades. Activated substitutes are not included.

The base of the percentages is the total number of sampled schools in the original sample at that grade. Initially, the status for all schools is set to Pending.

8.2.3 Status of Activated Substitute Schools

If you have activated any substitutes, a distribution of their status codes appears here.

8.2.4 Status of Activities (Cooperating Schools Only)

This portion of the report focuses on the progress made with cooperating schools.

- Total Cooperating Schools. This number is the same as reported in 1C.
- Enrollment Data Entered shows the number and percentage of cooperating schools for which enrollment information has been entered.
- Scheduled Date Entered shows the number and percentage of cooperating schools for which an assessment date is present for all sessions.
- Sampling Completed shows the number and percentage of cooperating schools for which sampling has been completed within the Student Data System or at Westat.

Note: If the region has schools sampled for multiple grades, these schools will be tallied separately in the three columns (Grades 4, 8, and 12) of this report. Accordingly, summing the corresponding entries across grades will yield totals higher than the number of sampled schools in the region.

8.2.5 All School Summary

This section of the report brings together information about original and substitute schools:

- Total Pending Schools equals the sum of original and substitute pending (1A + 2A).
- Total Cooperating Schools equals the sum of original and substitute cooperating (1C + 2C).

- Unweighted Response Rate Before Substitution is a measure of school cooperation similar to that calculated in the final reports provided by NAEP. The response rate before substitution is calculated as follows **using only schools in the original sample**.

$$\frac{\# \text{ COOPERATING SCHOOLS}}{\# \text{ PENDING} + \# \text{ COOPERATING} + \# \text{ REFUSING SCHOOLS}}$$

- Unweighted Response Rate After Substitution. The after-substitution response rate uses the same formula as the before-substitution rate except that the numerator includes the number of original cooperating schools plus the number of cooperating substitutes.
- Weighted Response Rate Before Substitution. These are calculated the same as the unweighted rates with the addition of a statistical weighting factor that is applied to all schools.
- Weighted Response Rate After Substitution. These are calculated the same as the unweighted rates with the addition of a statistical weighting factor that is applied to all schools.
- Original Refusals Without Substitutes. This item tallies the number of original sample refusals for which a substitute grade is not available.

8.3 Report 2: School Status Listing

Report 2: School Status Listing

Region - T560
Area - All

School Type - All
Filter - Active Schools
Sort - District

Run Date: 07/25/02
Time: 7:49 pm
Page 1 of 1

School Name	NAEP ID	Status	Scheduled Date	Enrollment	A/C
<u>Adams School District</u>					
Adams Elementary	0000305	Pending	1/21/02	200	
Jackson Elementary	0000304	Pending	1/20/02	80	
Rice Elementary	0000303	Pending	1/28/02	95	
<u>Archdiocese of Rome</u>					
Assumption School	0000314	Pending	2/17/02	50	
Holy Divine Catholic School	0000313	Pending	2/7/02	23	
<u>Buchanan Unified Schools</u>					
Anderson Elementary	0000307	Pending	2/3/02	25	
First Avenue Elementary	0000308	Pending	2/5/02	145	
Park Middle School	0000306	Pending	3/6/02	70	
<u>Columbus Consolidated Schools</u>					
Keller Place Elementary	0000309	Pending	2/25/02	60	
<u>Davis School District</u>					
Stanton Middle/High	0000310	Pending	2/20/02	100	
Orlando Senior High	0000311	Pending	2/19/02	120	
<u>Evans County Schools</u>					
Wavona Ave Elem	0000312	Pending	2/14/02	20	
<u>TS (Non-Pub Non-Cath) Schools</u>					
Annex High	0000321	Pending	2/11/02	95	

Report 2

This report is useful as a general reference for reviewing information about sampled schools. A variety of filters and sorting options (described below) are available. For each school, the report lists:

- The district (or county, depending on the sort selected) in which the school is located;
- The school name and NAEP ID;
- The current participation status;
- The scheduled assessment date; and
- The enrollment for the sampled grade (based on your entry).

To access the filter and sort options, click on the down arrow next to the appropriate box.

8.3.1 Report Filters

The filter options for Report 2 are:

<u>Filter</u>	<u>Effect on Report</u>
Active Schools	All active schools in the original sample as well as activated substitute schools will be listed.
Original Schools	All schools in the original sample will be listed.
Substitute schools	All substitutes that have been activated by the refusal of original schools will be listed.
Pending Schools	All original and substitute schools with a status of pending will be listed.
Cooperating Schools	All original and substitute schools with a status of cooperating will be listed.
Cooperating/ Pending Schools	All original and substitute schools with a status of pending or cooperating will be listed.
Refusal Schools	All original and substitute school with refusals at the district-level, school-level, or districts refusing for a specific school will be listed.

8.3.2 Report Sorting Options

Report 2 may be sorted in any of the following ways to meet a specific requirement:

<u>Sort</u>	<u>Effect on Report</u>
District	Schools are listed in alphabetical order under district header lines. Districts appear in alphabetical order.
County	Schools are listed in alphabetical order under county header lines. Counties appear in alphabetical order.
School	Schools are listed in alphabetical order (no header line.)
Status	Schools are listed in alphabetical order under status code header lines.
NAEP ID	Schools are listed in order of their NAEP ID number.

Area Schools are listed in order of their area assignment.
 School Type Schools are listed in order of their type

Note: Report 2 is a grade-level report. Schools sampled for both 4th and 8th grades, for example, will be listed twice on this report.

8.4 Report 3: Assessment Schedule

2003 NAEP Report 3: Assessment Schedule
 Region = TS60 School Type = All Run Date: 9/25/02
 Area = All Filter = Cooperating/Pending Schools Time: 3:02 pm
 Sort = District Page 1

<u>NAEP ID</u>	<u>Session ID</u>	<u>Actual Date</u>	<u>Makeup Date</u>	<u>Total in Sample</u>	<u>AA</u>
<u>Adams School District</u>					
<u>Anastasia Elementary</u>					
0000305	R.M0401			0	
0000305	R.M0402			0	
0000305	R.M0403			0	
<u>Jackson Intermediate</u>					
0000304	R.M0801			0	
0000304	R.M0802			0	
<u>Rison Elementary</u>					
0000303	R.M0401			0	
0000303	R.M0402			0	
0000303	R.M0403			0	
<u>Archdiocese of Rome</u>					
<u>Assumption School</u>					
0000314	P.R0801			0	

Report 3

This report is useful for reviewing the assessment schedule.

For each cooperating or pending school, the report lists:

- The school name and NAEP ID number for the sampled grade;
- The session ID for each session;
- The actual assessment date(s) and time(s) for each session;
- The makeup date (if needed); and

- The number sampled.

8.4.1 Report Filters

Filters that may be selected to restrict the output of this report are:

<u>Filter</u>	<u>Effect on Report</u>
Cooperating	All original and substitute schools with a status of cooperating will be listed.
Cooperating/ Pending	All cooperating and pending schools will be listed.

8.4.2 Report Sorting Options

Report 3 may be sorted in any of the following ways:

<u>Sort</u>	<u>Effect on Report</u>
District	Sessions are listed in school order under district header lines. Districts appear in alphabetical order.
County	Sessions are listed in school order under county header lines. Counties appear in alphabetical order.
School	Sessions are listed in school order (no header line).
Status	Sessions are listed in order of their status code.
Date	Assessment date. Sessions are listed in school order under assessment date header lines.
NAEP ID	Schools are listed in order of their NAEP ID number.
State School ID	Sessions are listed in State School ID order.
Area	Sessions are listed in area order.

8.5 Report 4: School Sampling Listing

This report lists cooperating schools and the procedure that will be followed to sample the students – electronic file or manual sampling at the school (with the SLF).

An example of how Report 4 will look is shown below:

School Name	NAEP ID	Scheduled Date	Area	Sampling Method	Student On SLF	Student Sampled
Adams School District						
Assunta Classroom	0000305	1/31/03	1	Not Designated	0	0
Jackson Intermediate	0000304	1/30/03	1	Not Designated	0	0
Roose Classroom	0000303	1/28/03	1	Not Designated	0	0
Archdiocese of Rome						
Assumption School	0000314	2/17/03	1	Not Designated	0	0
Holy Divine Catholic School	0000313	2/7/03	1	Not Designated	0	0
Buchanan Unified Schools						
Andress Classroom	0000307	2/3/03	1	Not Designated	0	0
First Avenue Classroom	0000308	2/5/03	1	Not Designated	0	0
Park Middle School	0000306	3/6/03	2	Not Designated	0	0
Columbus Consolidated Schools						
Kelley Place Classroom	0000309	2/25/03	2	Not Designated	0	0
Davis School District						
Shawnee Middle/High	0000310	2/20/03	1	Not Designated	0	0
Chabon Senior High	0000311	2/19/03	1	Not Designated	0	0
Evans County Schools						
Wayne Ave Class	0000312	2/14/03	1	Not Designated	0	0
TS Non-Pub Non-Cath Schools						
Amos High	0000321	2/11/03	1	Not Designated	0	0
Shook's Academy	0000315	2/26/03	2	Not Designated	0	0
Chapel Hill School of Learning	0000316	1/29/03	1	Not Designated	0	0
Seneca Lutheran	0000319	2/28/03	2	Not Designated	0	0
Jennings	0000320	2/12/03	1	Not Designated	0	0

Report 4

The report shows the sampling “Method” or procedure to be followed in each cooperating school. This information will usually be updated by the home office. Additionally, the report shows the area, number of eligible students, and number sampled.

8.5.1 Report Filters

Filters that may be selected to restrict the output of this report are:

Filter

Active

Effect on Report

All active schools will be listed.

Not Designated	Schools for which the method has not been updated.
E-File by State	Schools for which the state has notified Westat they will submit a file for all schools.
E-File by District	Schools for which the district has notified Westat they will submit a file for all schools.
E-File by School	Schools that have at least started the E-Filing process.
SDS in State Office	Schools that have submitted lists to the state coordinator.
SDS in Home/Hotel	Schools that have submitted lists to the supervisor.
SDS in School	Schools that have not submitted lists and will need to be sampled in the school.

8.5.2 Report Sorting Options

Report 4 may be sorted in any of the following ways:

<u>Sort</u>	<u>Effect on Report</u>
District	Sessions are listed in school order under district header lines. Districts appear in alphabetical order.
County	Sessions are listed in school order under county header lines. Counties appear in alphabetical order.
School	Sessions are listed in school order (no header line).
Status	Schools are listed in order of their status.
NAEP ID	Schools are listed in order of their NAEP ID number.
Date	Schools are listed in order of their assessment date.
NAEP ID	Schools are listed in order of their NAEP ID
State School ID	Schools are listed in order of the State School ID
Area	Schools are listed in order of their area.
Method	Schools are listed in order of their student sampling method.