

4. PREPARING MATERIALS FOR ASSESSMENT COORDINATORS AND SCHOOLS

4.1 Overview of School Folder and Preassessment Packet Contents

In December 2004 and early January 2005, you will prepare the School Folders for ACs and the Preassessment Packets for schools. The contents for the folders and packets will come from Westat, and Pearson. Some materials will be generic and others will be school-specific. Below are charts showing the contents of the folders and packets along with the source, estimated arrival date, and whether the item is generic or school-specific.

Items for School Folders for ACs (see Section 4.3 for a description of the School Folder)

Item	Source	Estimated arrival date	Generic/School-specific
Folder with Barcode Label	Westat	11/12/04	Folder is Generic
Instructions for Sampling New Enrollees/New Enrollee Line Numbers	Westat (for E-Sampled schools) Printed from SDS for in-field sampled schools	12/1/04	School-specific
Quality Control Booklet	Westat	11/12/04	Generic
Quality Control Booklet Label	Westat	12/13/04	School-specific
School Appreciation Certificate with Folder	Westat	12/13/04	Certificate is School-specific Folder is Generic
Administration Schedules - original	Pearson	12/22/04	School-specific
Questionnaire Rosters - original	Pearson	12/22/04	School-specific
Public School Only Items			
Single School E-Filing Summary Report (if applicable)	Westat	12/13/04	School-specific

In addition to these materials, you will receive the following materials, resulting from E-Sampling that you should keep for reference. You can forward this information to the appropriate AC, if necessary. All of these materials are school-specific. These materials delivered from Westat are for E-Sampled schools; however, you can print these materials from the Student Data System (SDS) for E-Sampled schools and schools that are sampled in-field (see the *SDS User's Guide*).

Sampling Materials

Item	Source	Estimated arrival date	Description
E-File Roster	Westat	12/1/04	Listing of all students submitted on school's E-File
Field Sampling Line Numbers	Westat	12/1/04	Listing of the sample line numbers for E-Sampled students
Student Information Report	Westat	12/1/04	Listing of demographic information for E-Sampled students by session
SD/LEP Report	Westat	12/1/04	Listing of SD and/or LEP E-Sampled students by session.

Items for School Preassessment Packets (see Section 4.4 for a description of the Preassessment Packet)

Item	Source	Estimated arrival date	Generic/School-specific
➤ Instruction for School Coordinators	Westat	11/12/04	Generic
➤ Instructions for School Coordinators – Science Bridge	Westat	11/12/04	Generic
➤ NAEP Inclusion Booklets	Westat	11/12/04	Generic
➤ NAGB Inclusion Booklet	Westat	11/12/04	Generic
➤ Science Bridge Criteria for Inclusion	Westat	11/12/04	Generic
New Enrollee Listing Form	Westat	11/12/04	Generic
Department of Agriculture Letter	Westat	11/12/04	Generic
Demonstration Booklets	Westat	11/12/04	Generic
Frameworks	Westat	11/12/04	Generic
Teacher's Guide to NAEP	Westat	11/12/04	Generic
Sample Teacher Notification Letter	Westat	11/12/04	Generic
Sample Parent Notification Letter	Westat	11/12/04	Generic
Student Appreciation Certificates – Grade 8 & 12 versions	Westat	11/12/04	Generic
Student Appreciation Certificates Grade 12 mathematics version	Westat	11/12/04	Generic
➤ School Storage Envelope – Grade 4 & 8	Westat	11/12/04	Generic
➤ School Storage Envelope – Grade 12	Westat	11/12/04	Generic
“Important NAEP Materials” Label	Westat	11/12/04	Generic
➤ Accommodations Worksheet	Westat	11/12/04	Generic
➤ Accommodations Worksheet – Science Bridge	Westat	11/12/04	Generic
School, Teacher, SD, LEP Questionnaires	Pearson	12/1/04	Generic
Questionnaire Rosters (copy of original included in School Folder)	Pearson	12/1/04	School-specific

Items for School Preassessment Packets (see Section 4.4 for a description of the Preassessment Packet) (continued)

Item	Source	Estimated arrival date	Generic/School-specific
Administration Schedules – blank	Pearson	12/1/04	Generic
Administration Schedules – school copy	Pearson	12/22/04	School-specific
Student ID labels for Student Appreciation Certificates	Pearson	12/22/04	School-specific

4.2 Overview of Sample Types and Subjects Assessed

This year, we have four distinct samples:

- Operational Public Schools Grades 4 and 8 (Alpha sample – operational sessions)
- Pilot Public Schools Grades 4 and 8 (Beta sample – pilot sessions)
- Public Grade 12 schools (Gamma sample – operational and pilot sessions)
- Nonpublic Schools Grades 4, 8, and 12 (Delta sample – operational and pilot sessions)

Depending on the session types in a school, the contents of the school folder and preassessment packet could vary.

The seven-digit NAEP School ID will help you determine the sample and session types for which the school is selected.

Digits	Description
1, 2	Jurisdiction Code
3	1 = Grade 4 2 = Grade 8 3 = Grade 12
4, 5, 6	Sequential number within the jurisdiction and grade
7	0 = Original Operational Public School (Alpha sample) 1 = Original Public Pilot or Grade 12 school (Beta or Gamma samples) 2 = Substitute Public Pilot or Grade 12 school (Beta or Gamma samples) 3 = Original Nonpublic School (Delta sample) 4 = Substitute Nonpublic School (Delta sample)

Therefore, NAEP School ID Number 2110250 is an original public grade 4 school in Kentucky in the operational sample:

- 21 = Code for Kentucky
- 1 = Grade 4
- 025 = Sequential number
- 0 = Original Operational Public School (Alpha sample)

NAEP School ID Number 0634113 is an original grade 12 nonpublic school in California:

- 06 = California
- 3 = Grade 12
- 411 = Sequential number
- 3 = Original Nonpublic School (Delta sample)

The specific subjects in which a school is being assessed are dependent on the sample for which a school has been selected. The chart below shows the sample types and the possible assessed subjects for each.

Subjects	Operational (Public Gr. 4 & 8)	Pilot (Public Gr. 4 & 8)	Public Gr. 12	Nonpublic (Gr. 4, 8 & 12)
Mathematics - operational	✓		✓	✓
Reading - operational	✓		✓	✓
Science - operational	✓		✓	✓
Mathematics - pilot		✓	✓	✓
Reading - pilot		✓	✓	✓
U.S. History/Civics - pilot		✓	✓	✓
Science Bridge		✓	✓	✓
Economics - pilot			✓	✓
Number of sampled schools	16540 78%	1289 6%	818 4%	2574* 12%

* We expect that approximately 30% of the nonpublic schools will be ineligible.

While 80 percent of the Preassessment Packets you prepare will be identical, approximately 20 percent of the Preassessment Packets have various combinations of subjects and will need varying materials:

- Operational Subjects Grades 4, 8, and 12 (Reading/Mathematics/Science)
- Pilot Subjects Grades 4 and 8 (Reading/Mathematics/U.S. History/Civics)
- Pilot Subjects Grade 12 (Mathematics/U.S. History/Civics/Economics)
- Science Bridge Grades 4, 8, and 12

This will be discussed in greater detail in Section 4.3 (Preparing School Folders) and Section 4.4 (Overview of Preparing Preassessment Packets).

You can determine the Session Type by looking at the session ID (available in the SCS, SDS or on the Administration Schedules). The six-digit session ID is described below.

Digits	Description
1, 2	Session type: <u>Operational Sessions</u> RS = Reading, Mathematics, Science RM = Reading, Mathematics <u>Pilot Sessions</u> PT = Pilot Reading (4&8), Mathematics, Civics, U.S. History, Economics (12 only) SC = Science operational (for states not doing science in RS sessions) <u>Other Sessions</u> SB = Science Bridge PR = Puerto Rico sessions (mathematics only)
3, 4	04 = Grade 4 08 = Grade 8 12 = Grade 12
5, 6	Sequential number within the session type and grade

Therefore, Session # RS0801 is the first reading, mathematics, and science session in a grade 8 school.

RS = Reading, Mathematics, Science

08 = Grade 8

01 = first RS session in the school

RS Sessions. Most grade 4 and grade 8 schools in the operational sample will have three sessions of RS – reading, mathematics and science.

RM Sessions. The exception to the RS sessions is in the jurisdictions that did not elect to assess science to get statewide results. These grade 4 and grade 8 schools in these jurisdictions will have two RM sessions – reading and mathematics. The jurisdictions are: Alaska, Iowa, Kansas, Nebraska, New York (except for New York City), Pennsylvania, District of Columbia, and Bureau of Indian Affairs (BIA).

SC Sessions. SC is the operational science session at all grades. In states that are not assessing statewide science in the RS session, a small number of grade 4 and grade 8 schools will be assigned a science operational session to represent the state in the national sample. At grade 12, the SC session is not combined with reading and mathematics.

SB Sessions. The science bridge session will be conducted in the national sample schools at all three grades (4, 8, 12). This session has a different script and timing from the other sessions and is the only session that cannot be combined with the others.

PT Sessions. PT are the pilot test sessions. In grade 4 and grade 8 and pilot test subjects are reading, mathematics, civics, U.S. history. In grade 12 schools, the pilot test subjects are mathematics, civics, U.S. history and economics.

PR Sessions. PR is the Spanish version of the mathematics session that will only be administered in Puerto Rico at in grade 4 and grade 8 schools.

4.3 Preparing School Folders

You will prepare a School Folder for each cooperating and pending school in your region. The School Folder will hold the forms and materials required for completing all aspects of the assessment from making the initial contact with the school coordinator to documenting the preassessment and assessment visits. Exhibit 4-1 displays the materials that you will use to create the School Folders for the public and nonpublic schools in your region.

Public School Folders. You will create a School Folder for each cooperating and pending public school in your region (for which the state gained cooperation) when you return from training. All School Folders are yellow in color. If you wish to distinguish among grade levels, you may use highlighters, colored stickers, or assign right, left, and center tabs to specific grade levels. To prepare these public School Folders, you will:

- place the school name barcode label onto the tab of the School Folder, and
- fill in as much information specified on the front of the School Folder (Exhibit 4-2) as possible, such as school name, address, region, area, state, , etc.

Nonpublic School Folders. From the gaining cooperation supervisor, you will receive a School Folder (exhibit 4-2) for each nonpublic school in your region (pending, cooperating, or refusal). Supervisors working on gaining cooperation will already have begun the nonpublic School Folders by affixing name labels on the tabs and filling in as much information specified on the front cover as possible. Inside the folder you should find the following forms related to the gaining cooperation process, including the:

- Record of Contact(s) (ROC) – Diocese/School;
- Data Collection Form (completed by the gaining cooperation supervisor);
- Special Situation Form (if applicable); and
- Refusal Form (if applicable).

You will add the remaining items that make up the complete School Folder as they become available. The School Folder, for both public school and nonpublic schools, will now serve as the repository for all documents, forms, and materials related to an individual school until the time that the contents are separated during the process of creating the Preassessment Packet.

Exhibit 4-1. School Folder Contents

General Materials

- Folder with barcode label attached (public or nonpublic).
- Instructions for Sampling New Enrollees/New Enrollee Line Numbers.
- Quality Control Booklet with label.
- School Appreciation Certificate with Folder.
- FedEx tracking information for Preassessment Packet.

Materials from Pearson

- Original Copy of Administration Schedules.
- Original Copy of Questionnaire Roster (prepared) (make copy for School Folder).

Public School Materials

- School E-Filing Summary Report (if applicable).

Nonpublic School Materials

- Nonpublic School Data Collection Form (completed during Gaining Cooperation effort).
- Record of Calls from Gaining Cooperation effort.
- Special Situation Form (if applicable).
- Refusal Form (if applicable).

Grade 8 Pilot (Beta sample) schools that E-Filed

- E-File Roster (for conducting the New Enrollee Special Study).

Regardless of whether your school is a nonpublic school or a public school, as each of your sampled schools that did not submit an electronic file of students are sampled in-field, you will print from the SDS the following documents related to the student sample. For those schools that E-File, you will receive a preprinted copy of each of these documents from Westat around December 1, or you can print this information from the SDS.

- Instructions for Sampling New Enrollees/New Enrollee Line Numbers
- The Field Sampling Line Numbers Form
- The Student Information Report
- The SD/LEP Report

Only the Instructions for Sampling New Enrollees/New Enrollee Line Numbers need to be included in the School Folders. The other materials are for you to keep for reference. You can forward these other materials to the appropriate supervisor, if necessary.

Around December 1, Westat will send you the E-File Roster, which is a printout of the original list of grade eligible students submitted during E-Filing. The E-File Roster should be included in the School Folder for grade 8 pilot (beta sample) schools that E-Filed. You will need the E-File Roster to conduct the New Enrollee Special Study (see section 7.4 for more information on the New Enrollee Special Study). You should keep the E-File Rosters for other schools for reference and you can forward it to the appropriate supervisor, if necessary. For example, if the school coordinator does not recognize the sampled students on the Administration Schedule as being in the sampled grade, the AC may need to review the original list of students E-Filed for sampling in order to identify and resolve the problem

The only other material that needs to be included in the School Folder is the School E-Filing Summary Report. This report is generated for school that E-Filed and displays the online data checks that are unresolved for each school. This report should be included in the School Folder and you should review it with the AC. See Section 7.7 for more information about this report.

On the cover of the School Folder in the section labeled QUESTIONNAIRES, you should write the appropriate number of subject-area teachers for the sampled grade level. For public schools the NAEP State Coordinators should have entered this information into the School Control System (SCS) from data collected on the School Data Information Form. For nonpublic schools you can get this

information from the Nonpublic School Data Collection Form (page 2). If this information hasn't been entered in the SCS for nonpublic schools, you should enter it.

At this point you have put everything in the School Folder that you can. You will be adding the preprinted Questionnaire Rosters from Pearson in early December and preprinted Administration Schedules from Pearson in late December.

All completed School Folders must be shipped to ACs for receipt by January 3, 2005.

4.4 Overview of Preparing Preassessment Packets

You will prepare a Preassessment Packet for each school in your assignment that you will FedEx to the school coordinator approximately 3 weeks prior to the scheduled assessment date. It will contain the materials the school coordinator will use to prepare for both the preassessment and assessment visits.

4.4.1 Determining Where You Will Assemble the Preassessment Packets

With the exception of the preprinted school and AC copies of the Administration Schedules, and the Student name/ID labels for the Student Appreciation Certificates for grades 8 and 12 schools, which will arrive the last week of December, by the end of the second week of December you will have received everything you need for assembling the Preassessment Packets. During January, supervisors must be present for or actually conduct certain preassessment visits (in order to conduct special procedures – see chapter 7) as well as attend AA training sessions for their region; therefore, it is essential that all of the Preassessment Packets be assembled and ready to mail by January 3 (3 weeks before January 24, the first day of assessments). Meeting this deadline will require the assistance of ACs and a carefully thought out method of organization. We recommend that you assemble the packets in stages as materials are available. ACs are available to help with assembling the Preassessment Packets until December 31. After that they must attend to their AC preassessment responsibilities. It is the supervisor's responsibility to oversee the packet preparation and shipment to schools. **These materials should not be sent to ACs for assembly and shipping.**

Former supervisors have found it advantageous to involve as many ACs as possible in the assembly of the school packets that will be distributed in their area. They gain familiarity with the schools in their area as well as the forms and procedures they will use for conducting assessments in the schools. Therefore, you should make every effort to allow ACs to assist you with the preparation and assembly of materials for the schools in their area assignment. Your field manager can work with you to decide how best to arrange for ACs to participate in the process. Keep in mind that depending on which AC training your team attends and the geography of your state, it may not be possible to involve all the ACs in this process. The following options may help you decide on the plan that best fits you and your staff.

- Supervisors may choose to set up their homes or a nearby meeting space for assembly of materials and invite all their local ACs to travel in each day and work together to finish the process for all schools in the region. An advantage of this plan is that materials can be laid out and left for the duration of the time required to complete the task. The disadvantage is that some supervisors find it very burdensome and disruptive to their families to have staff working in their homes. If you do choose this option, you are eligible for \$150 home office allowance for the months of December and January.
- In other situations, it may be best for the supervisor to work from home with a clerk to assemble the packets as materials arrive. The advantage of this system is that the supervisor and materials remain stationary throughout the process. If you do choose this option, you are eligible for \$150 home office allowance for the months of December and January.
- In larger states where travel and overnight stays are an issue, the supervisor may decide to reserve meeting space and bring all ACs together for preparation and assembly of the materials for their areas. The advantage of this system is that a maximum number of ACs can be involved in the process. The disadvantage is the cost and that all the packets must be prepared at once.

There may be other options that will work better in your state. Review all your proposed plans with your field manager before implementing them.

4.4.2 Organizing the Task

When you have decided how best to schedule the assembly session in your region, you will need to think about a plan that makes best use of your and your clerk's or ACs' time and minimizes the possibility of errors in the assembly process. There are many ways the assembly process can be successfully organized. This manual offers one method experienced supervisors have found successful.

1. Begin by printing a report using the Data Selection feature of the SCS. Select area, school name, NAEP ID, selected grade, status, and scheduled assessment date. Sort by area and grade. Subset status to cooperating and pending. Make several copies of the report to use to check the completion and quality control of each step.
2. Sort the School Folders by area. Then sort by grade level within area. The sort of folders should match the sort of the report you will use for monitoring progress.
3. Work with one area at a time. Within each area, work with one grade level at a time. This minimizes the possibility of accidentally inserting materials into the packet that are not grade specific.

Although you will want to involve your ACs as much as feasible in the preassessment packet assembly process, we don't want to travel ACs to assemble FedEx boxes or label folders – this does not help them understand NAEP, so supervisors can hire temporary staff as clerks. Here is a list of tasks that clerks can perform:

1. Put labels on School Folders.
2. Prepare FedEx labels for each school and put them in the School Folders.
3. Assemble FedEx boxes for mailing.
4. Assemble non-school-specific materials for each grade level and place in School Folders.
5. Sort completed packets by assessment day to prepare for weekly mailings by supervisor.
6. Individualize the “Instruction to School Coordinator for Preparing the Materials.”

A clerk could do these tasks in preparation for the big assembly when ACs come together. The more you can include your ACs in these preassessment activities the more they will learn and become comfortable with all the materials. It will also give you a chance to observe their work and evaluate their understanding of the process. Our goal is to provide ACs as much knowledge as possible so they can fulfill their responsibilities when working at the schools. Here's a list of tasks in which ACs should be involved:

7. Record NAEP School ID Number on School Questionnaires and the questionnaire number on Roster.

8. Record NAEP School ID Number on Teacher Questionnaires and the questionnaire number on the Roster.
9. Prepare SD and/or LEP Questionnaires and record questionnaire number on Roster.

4.4.3 Preparing Preassessment Packets

Exhibit 4-3 displays a list of materials that are included in the Preassessment Packets for grade 4 or 8 operational (alpha sample) schools, which account for approximately 80 percent of sampled schools. Appendix E contains a sample of each material presented in the order in which it should be placed in the Preassessment Packet.

Materials Provided by Westat

The first supply of materials that you will receive after supervisor training is from Westat. In mid-November, you can begin by preparing the materials using the procedure outlined in Section 4.4.2. The following materials are generic and require no specific preparation by you:

- NAEP Criteria for Including Students with Disabilities;
- NAEP Criteria for Including Limited English Proficient Students;
- Department of Agriculture Letter;
- Operational Demonstration Booklets (grade specific)*;
- Frameworks (subject specific)*;
- *Teacher's Guide to NAEP*;
- Sample Teacher Notification Letter;
- Parent Notification Letter (you must include the correct version of the letter for public schools – if the state provided the parent notification letter (noted in the SCS), you must obtain and include that state version of the letter. Otherwise, include the NAEP sample letter);
- NAEP Storage Envelope – Red.

***Please Note:** If you (or the NAEP State Coordinator) have previously sent the Demonstration Booklets or Frameworks to a school, they should not be included in the Preassessment Packet.

Exhibit 4-3. Preassessment Packet Contents

Operational Schools (Grades 4 and 8)
Alpha Sample

Material Produced by Westat Available Mid-November	Operational Schools		Material Produced by Pearson Available Early December	Operational Schools	
	Gr 4	Gr 8		Gr 4	Gr 8
Instructions to School Coordinators	✓	✓	School Questionnaire – Operational Grade 4	✓	
NAEP Criteria for Including Students with Disabilities	✓	✓	School Questionnaire – Operational Grade 8		✓
NAEP Criteria for Including Limited English Proficient Students	✓	✓	Teacher Questionnaire – Operational Grade 4	✓	
New Enrollee Listing Form	✓	✓	Teacher Questionnaire – Operational Mathematics Grade 8		✓
Department of Agriculture Letter	✓	✓	Teacher Questionnaire – Operational Reading Grade 8		✓
Operational Demonstration Booklet – Grade 4	✓		Teacher Questionnaire – Operational Science Grade 8		✓
Operational Demonstration Booklet – Grade 8		✓	SD Questionnaire	✓	✓
Reading Framework	✓	✓	LEP Questionnaire	✓	✓
Mathematics Framework	✓	✓	Questionnaire Roster – Operational Grade 4 - Original	✓	
Science Framework	✓	✓	Questionnaire Roster – Operational Grade 8 - Original		✓
Teacher’s Guide to NAEP	✓	✓	Supplemental SD or LEP Questionnaire Roster - Original	✓	✓
Sample Teacher Notification Letter	✓	✓	Material Produced by Pearson Available Late December	Operational Schools	
Sample Parent Notification Letter (State version or NAEP version)	✓	✓	Administration Schedule – School Copy	✓	✓
Student Appreciation Certificates – Grade 8 (labeled with student name/ID label from Pearson)		✓	Student Name/ID Labels – Grade 8 (use to label Student Appreciation Certificates)		✓
School Storage Envelope – Grade 4 and 8 (Red)	✓	✓			
Accommodations Worksheet (with student name, subject and SD/LEP status completed)	✓	✓			
Accommodations Worksheet – Science Bridge (with student name and SD/LEP status columns completed)	✓	✓			

The following materials from Westat require some preparation by you:

- Instructions to School Coordinators – this is the letter that goes on top of the packet and explains what the school coordinator should do with the contents of the packet

Prepare by entering the school coordinator's name, assessment date, and sign the letter;

- New Enrollee Listing Form – this is the form that the school coordinator will use to keep track of new enrollees since the student list was submitted for sampling. This procedure gives all students an equal chance to be selected to participate in NAEP.

Prepare by recording the date the list of eligible students used for sampling is current and the sampled grade;

- Student Appreciation Certificates (Grades 8 and 12 only) – these are certificates that schools distribute to grade 8 and 12 students sampled for NAEP. The certificates not only express out appreciation for their participation, but also act as an appointment card for the assessments. At grade 12 there are two types of certificates – one for students sampled for a mathematics session, reminding them to bring their own calculator, and one for students sampled to be assessed in other subjects.

Prepare by labeling the certificate with the student-specific name/ID label from Pearson (not available until end of December);

- Accommodations Worksheet – this worksheet is optional for the school coordinator to use to keep track of the accommodations that SD and/or LEP students will need for participation in NAEP. There are two version of t this worksheet – one for SD and or LEP students sampled for science bridge sessions and one for SD and/or LEP students in other types of sessions.

Prepare by record the student's name, subject in which the student will be assessed, and whether the student is SD, LEP or both (SD/LEP).

Questionnaires and Preprinted Questionnaire Rosters Provided by Pearson

The next supply of materials you will receive after supervisor training is School, Teacher, SD, and LEP Questionnaires, preprinted Questionnaire Rosters, and blank Administration Schedules from Pearson.

Questionnaires: You will receive the following types of School and Teacher Questionnaires in bulk:

- School Questionnaires
 - Operational Grade 4
 - Operational Grade 8
 - Pilot Grade 4
 - Pilot Grade 8
 - Grade 12
- Teacher Questionnaires
 - Operational Grade 4
 - Operational Grade 8 – Mathematics
 - Operational Grade 8 – Reading
 - Operational Grade 8 – Science
 - Pilot Grade 4 – U.S. History and Civics
 - Pilot Grade 8 – U.S. History and Civics
 - Pilot Grade 12 – Economics
 - Pilot Grade 12 – Economics Department Head Chair
- Other Questionnaires
 - SD
 - LEP

You can begin preparing the questionnaires for each school by counting the number of each type that you will need for each school. That way, you'll have plenty of time to order additional questionnaires from Pearson, if you need them.

Questionnaire type	Number needed	Where to find number needed
School Questionnaire	1 per school	
Subject-area Teacher Questionnaires	1 per subject-area teacher	School Folder or SCS
SD and/or LEP Questionnaires	1 per SD and/or LEP student	SD/LEP Report

School Questionnaire: To prepare School Questionnaires, you will:

- assign a School Questionnaire to each school;
- write the School ID on the cover of the School Questionnaire (the ID can be found in the SCS);
- fill out the information for completing the booklet online and the date the questionnaire needs to be returned to the school coordinator (usually a day before the assessment); and
- add a blank label to the School Questionnaire and put the principal's name on the label if it is known.

See Exhibit 4-4 for an example of how to complete the front of the Grade 4 Operational School Questionnaire.

Teacher Questionnaire: Based on the number of subject-area teachers reported by the school coordinator (public schools) or the gaining cooperation supervisor (nonpublic schools), you will prepare the appropriate number and types of Teacher Questionnaires. Care must be taken that the assigned questionnaire is specific to the grade level and the appropriate content area. Teacher Questionnaires are assigned at all three grade levels. To prepare the Teacher Questionnaires:

- write the NAEP School ID Number on the cover of the Teacher Questionnaire (the ID can be found in the SCS),

- fill out the information for completing the booklet online and the date the questionnaire needs to be returned to the school coordinator (usually a day before the assessment); and
- place a blank label on each Teacher Questionnaire and record the teacher name on the label if it is known.

See Exhibit 4-5 for an example of how to complete the front of the Grade 4 Operational Teacher Questionnaire.

If you don't know how many Teacher Questionnaires you should prepare to include in the Preassessment Packet, bring the questionnaires to the preassessment visit so you can prepare and distribute the questionnaires before you leave the school.

SD and/or LEP Questionnaire: For each student identified as SD and/or LEP on the SD/LEP Report that you have either received from Westat or printed from the SDS, you will prepare a SD and/or LEP Questionnaire (Exhibit 4-6). To prepare the SD and/or LEP Questionnaire, you will:

- write the NAEP School ID Number on each SD and/or LEP Questionnaire (the ID can be found in the SCS);
- enter the student's demographic information (from the Student Information Report); and
- place a blank label on each SD and/or LEP Questionnaire cover and record the name of the student for whom the questionnaire needs to be completed.

If you don't know how many SD and/or LEP Questionnaires the AC should ask for this information during the confirmation phone call (2 days after you FedEx the preassessment packet). The AC should pass this information onto you and you should prepare and send the SD and/or LEP questionnaires to the school coordinator. Once the questionnaires have been sent, the AC should call the school coordinator and encourage him/her to distribute the questionnaires and collect the completed ones back before the preassessment visit so they can be used to guide accommodation and inclusion decisions for SD and/or LEP students.

Exhibit 4-5. Grade 4 Operational Teacher Questionnaire and Grade 4 Operational Roster

III. Teacher Questionnaire		III. Teacher Questionnaire		SCHOOL #: 101-101-1			<input type="checkbox"/> Pearson Use Only						
Teacher #	Teacher's Name	Teacher #	READING, MATH, &/or SCIENCE Teacher Questionnaire ID #							Returned			Instructions for Distributing Questionnaires
			0	0	3	6	2	1	7	Yes	No	Online	
01	Mr. Maxwell	01	992-0036217	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Instructions for Distributing Fourth-Grade Teacher Questionnaires						
02		02	992-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ask all teachers who teach reading, mathematics, and/or science to fourth-graders to fill out a Teacher Questionnaire. For many fourth-graders, this will be their classroom teacher; that is, they have the						
03		03	992-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
04		04	992-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
05		05	992-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							



Mr. Maxwell

2005 Grade 4 Teacher Questionnaire

Q-992

Please mark how you complete this questionnaire.

Complete this questionnaire online (preferred). (see instructions below) OR

Use a #2 pencil to complete this questionnaire.

SCHOOL # TEACHER #

1 0 1 1 0 1 1 0 1

Please complete this questionnaire online.
 Complete the questionnaire online at the "MySchool" web site OR go to <http://www.naepq.com>.
 Begin by keying in the following information at the login screen:
 Your 10-digit booklet ID # is: 992-003621-7
 Your 7-digit school ID number is: 101-101-1 Your teacher ID # is: 01
 Please complete the questionnaire (either online or this hard copy) by: 2 / 9 / 2005.



992 - 003621 - 7

DO NOT USE

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

ADMIN USE ONLY

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0782. The time required to complete this information collection is estimated to average 10 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4951. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NAEP/PACER, U.S. Department of Education, 1550 K Street N.W., Washington, D.C. 20006-5651.

A project of the Institute of Education Sciences. This report is authorized by law (P.L. 107-110, 20 U.S.C. §9010). While your participation is voluntary, your cooperation is needed to make the results of the survey comprehensive, accurate, and timely. All responses that relate to or describe identifiable characteristics of teachers or schools may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law. OMB No. 1820-0782 • Approval Expires 04/20/2007
 Mark Sensitive Items by Pearson NCS EM-170647-001-1-664321
 Printed in U.S.A.

Exhibit 4-6. SD Questionnaire and Grade 4 Operational Roster

This form must be completed in No. 2 pencil.

NAEP 2005 Operational Grade 4 Roster of Questionnaires
(School, Teacher, SD or LEP Questionnaire Tracking Form)

SCHOOL #: 101-101-1

SCHOOL NAME: Washington Elementary
CITY/STATE: Washington, DC

I. School Questionnaire
Distributed to: Mr. Maxwell

I. School Questionnaire
Questionnaire ID # (Barcode ID # on Cover) 996-000895-5

Returned: Yes No Online

II. SD or LEP Questionnaire			II. SD or LEP Questionnaire			SD or LEP Questionnaire ID # (Barcode ID # on SD or LEP Cover)										Returned								
Line # / Session #	Student's Name	Distributed To (Staff Name)	Line # / Session #	Student Booklet ID # (Column "N" on Admin. Schedule)										Yes	No									
3 01	Wes Block	Mrs. Wilson	3 01	1	0	2	0	0	5	2	4	1	1	99-	1	0	0	0	2	9	8	7	<input type="radio"/>	<input type="radio"/>
10 01	Paul Hernandez	Mr. Cox	10 01	2	0	5	2	1	0	0	0	1	6	99-	0	0	0	0	3	1	2	1	<input type="radio"/>	<input type="radio"/>
4 01	Angela Burns	Mr. Cox	4 01	0	0	2	0	0	0	0	4	3	8	99-	0	0	0	2	1	3	4	7	<input type="radio"/>	<input type="radio"/>
6 01	Nancy Cordaro	Mr. Cox	6 01	0	0	3	0	0	0	8	4	1	2	99-	0	0	0	1	2	4	5	9	<input type="radio"/>	<input type="radio"/>
11 01	Becky Hoek	Mr. Cox	11 01	1	0	5	2	0	0	6	3	1	6	99-	1	0	0	3	7	1	5	4	<input type="radio"/>	<input type="radio"/>
														99-									<input type="radio"/>	<input type="radio"/>
														99-									<input type="radio"/>	<input type="radio"/>
														99-									<input type="radio"/>	<input type="radio"/>
														99-									<input type="radio"/>	<input type="radio"/>
														99-									<input type="radio"/>	<input type="radio"/>
														99-									<input type="radio"/>	<input type="radio"/>
														99-									<input type="radio"/>	<input type="radio"/>
														99-									<input type="radio"/>	<input type="radio"/>
														99-									<input type="radio"/>	<input type="radio"/>

Instructions for Distributing School Questionnaires
Give the School Questionnaire to the principal. On the cover of the questionnaire, record the date it is to be returned. Once it is returned, fill in the oval in the "Returned" column on this Roster.

Instructions for Distributing SD and/or LEP Questionnaires
Every student identified on the NAEP Administration Schedule as SD and/or classified as LEP should be listed in the column on the left. An SD and/or LEP Questionnaire must be completed for each student by the teacher most knowledgeable about that student, regardless of whether or not the student will be assessed.

Before distributing each SD and/or LEP Questionnaire, you will need to do the following:

- On each SD and/or LEP Questionnaire cover, write the name of the SD and/or LEP student and the name of the staff member most knowledgeable about the student on the removable label. Record the date the questionnaire needs to be returned to you. Also, write in the School #, Student booklet ID #, and the student demographic information.
- On this Roster, write the name of the student and the name of the staff member to whom the questionnaire was given. Also complete the remaining entries for the row: Line #/Session #, Student booklet ID #, and the SD and/or LEP questionnaire ID #.
- As the questionnaires are returned, fill in the oval in the "Returned" column on this Roster.

Admin Schedule Line # 3, Session # RS0401

2005 SD Questionnaire

To be completed by the staff member most knowledgeable about a student identified as SD. Use #2 pencil to complete this questionnaire.

NAEP Subject to be Assessed (from column C on Admin. Schedule)

Placed opposite to the subject covered on the questionnaire on the subject of the student's booklet.

Circle one: Science Reading Math Writing History

Student Demographic Information (from columns D through J on Admin. Schedule)

Write one for SD or LEP. Write two for LEP.

0694 1121

Student Booklet ID (from column N on Admin. Schedule)

1020052411

SCHOOL #

1011011

991-00298-7

NAEP 2005 Administration Schedule

School # 101011-1, Session # 4, Original session administrator: [Name], Alternate session administrator: [Name], Reporting School: [Name], Location: [Name]

Student Name	Grade	Sex	Handedness	SD	LEP	Original Booklet ID #	Accommodation Booklet ID #	Admin. Code	Reasons for Exclusion
Mark Alley	10	M	R	0	0	101 000298 4		ASSESSED IN ORIGINAL	
Benny Bates	10	R	L	0	0	001 054006 9		ASSESSED IN MAKEUP	
Wes Block	10	M	R	0	0	102 005241 1		ASSESSED IN MAKEUP	
Angela Burns	10	F	R	0	0	002 000043 8		ASSENT	
Nicki Campbell	12	SA	R	0	0	203 006922 1		ASSENT	
Nancy Cordaro	12	R	L	0	0	003 000841 2		ASSENT	
Tim Dublin	10	M	R	0	0	204 043569 2		ASSENT	
Kimberly Frank	12	F	R	0	0	004 005301 1		ASSENT	
Carla Grahams	10	M	R	0	0	105 210021 3		ASSENT	
Paul Hernandez	10	SB	R	0	0	205 210001 6		ASSENT	
Becky Hoek	10	M	R	0	0	106 073201 2		ASSENT	
Daniel Jasmer	12	R	L	0	0	006 002407 7		ASSENT	
Sarah Kruger	12	M	R	0	0	107 000031 9		ASSENT	
Penny Lowe	12	R	L	0	0	007 076206 0		ASSENT	
Paul Lucas	10	S	L	0	0	208 076206 5		ASSENT	

The other information that needs to be entered on the SD and/or LEP Questionnaires can only be found on the Administration Schedules and cannot be entered until they are delivered from Pearson in late December.

- The student's booklet number;
- The student's Administration Schedule line number; and
- The session ID.

See Exhibit 4-6 for an example of how to complete the front of the SD Questionnaire.

Roster of Questionnaires: As with the questionnaires, depending on the sample type for which the school is selected, you will receive the following types of questionnaire rosters:

- Operational Grade 4
- Operational Grade 8
- Pilot Grade 4
- Pilot Grade 8
- Grade 12
- Supplemental SD or LEP

In order to complete the preparation of the School, Teacher, SD and/or LEP Questionnaires, you will prepare the Roster of Questionnaires (see Exhibit 4-7 for an example of the Operational Grade 4 Roster of Questionnaires). To do so, you should fill out each section as follows:

Section I (see Exhibit 4-4 for an example of completing Section I of the Grade 4 Operational Roster of Questionnaires):

- Record the school name and ID from the Administration Schedule Questionnaires.
- Record the School Questionnaire ID.
- Record the principal's name if it is known.

Section II (see Exhibit 4-6 for an example of completing Section II of the Grade 4 Operational Roster of Questionnaires):

- Enter each SD and/or LEP student's name.
- Enter each SD and/or LEP student's 10-digit booklet ID.*
- Enter the SD and/or LEP Questionnaire ID for each SD and/or LEP student.
- Record the student's name and the name of the staff person to whom the questionnaire is distributed, if it is known.

* on the preprinted Administration Schedule (available in late December)

Section III (see Exhibit 4-5 for an example of completing Section III of the Grade 4 Operational Roster of Questionnaires):

- Enter the Teacher Questionnaire ID for each questionnaire.

You will need to make a copy of the complete Roster of Questionnaires to place in the Preassessment Packet. The original completed copy goes in the School Folder for the AC.

Blank Administration Schedules: You will receive a supply of blank Administration Schedules from Pearson. You will use these primarily for schools sampled after November 28 (the deadline for submitting student data for preprinted Administration Schedules) (see section 3.3.2) and for preparing materials for grade 4 take-all schools with no homeroom indicator listed on the preprinted Administration Schedules (see section 7.3)

Preprinted Materials Provided by Pearson

The final supply of materials that you will receive after supervisor training is the preprinted Administration Schedules, and Student Name/ID labels (Grades 8 and 12 only). Upon receipt of these materials, you can finalize the preparation of the Preassessment Packets.

Administration Schedules: Now that you have the preprinted Administration Schedules from Pearson, you can complete the SD and/or LEP Questionnaires and then insert the original in the appropriate School Folder. The “school copy” of the Administration Schedule should be inserted in the Preassessment Packet.

Preprinted Student Name/ID Labels (Grades 8 and 12 only): Affix these labels onto the Student Appreciation Certificates for Grades 8 and 12 students. There are special certificates for Grade 12 mathematics students that remind them to bring their own calculators to the assessment session. Be sure to use this version of the certificate for Grade 12 students assigned a mathematics booklet (see column C of the Administration Schedule). Insert these labeled certificates in the appropriate Preassessment Packets.

4.5 Preparing Other Types of Preassessment Packets

As discussed above, for approximately 80 percent of the sampled schools, you will be preparing the Preassessment Packet as described in Section 4.4.3. However, for the other schools, you will need to customize the contents based on the schools’ sample, session type or special procedures (see below). Exhibit 4-8 displays the contents for the various types of schools other than operational Grade 4 and 8.

4.5.1 School Folder and Preassessment Packet Materials for Special Procedures

Chapter 7 describes special procedures that NAEP has established for a subsample of schools for NAEP 2005. Several of these require the addition or substitution of special materials during the assembly of School Folders and Preassessment Packets. These schools are identified on the Log of Schools and a report listing the schools selected for each special procedure can be generated through Data Selection in the SCS.

In schools designated for the School E-Filing Summary Report, supervisors will receive a summary form that must be reviewed with the AC prior to the preassessment visit and should be included in the School Folder. The AC will review this form with the school coordinator during the preassessment visit.

Schools selected for the NAGB Inclusion booklet procedure require a different criteria form to be included in the Preassessment Packet. It is the responsibility of the **supervisor** to make certain the correct form is inserted in place of the NAEP criteria.

Schools with science bridge sessions require an additional criteria form to be included in the Preassessment Packet. It is the responsibility of the **supervisor** to make certain the correct form is inserted in addition to the NAEP criteria.

Supervisors must take care that these special situations are addressed properly during the assembly of Preassessment Packets. You may wish to apply a unique sticker or label to the front of School Folders requiring special procedures to remind you that the assortment of materials varies from the norm. While other special procedures do not impact the assembly of School Folders and Preassessment Packets, they do impact the supervisor's and AC's schedule and require special handling.

4.6 Preparing Other Types of Questionnaires

As discussed above, there are a variety of School and Teacher Questionnaires, as well as rosters for each grade/sample type combination. So far, we've illustrated how to complete the questionnaire covers and rosters for Operational Grade 4 schools. Exhibits 4-9 through 4-22 shown at the end of this chapter, display how to complete the questionnaire covers and rosters for:

- Operational Grade 8 schools;
 - School Questionnaire (Exhibit 4-9)
 - Teacher Questionnaires – Reading (Exhibit 4-10); Mathematics, Science (Exhibit 4-11)
 - SD and LEP Questionnaires (note that there is no place on the Grade 8 Operational Roster to record SD and/or LEP students; so use the Supplemental SD/LEP roster) (Exhibit 4-12)

- Pilot Grade 4 schools;
 - School Questionnaire (Exhibit 4-13)
 - Teacher Questionnaire (Exhibit 4-14)
 - SD and LEP Questionnaires (Exhibit 4-15)

- Pilot Grade 8 schools
 - Schools Questionnaire (Exhibit 4-16)
 - Teacher Questionnaire (Exhibit 4-17)
 - SD and LEP Questionnaires (Exhibit 4-18)

- Operational and Pilot Grade 12 schools (one roster)
 - School Questionnaire (both Operational and Pilot) (Exhibit 4-19)
 - Economics Department Head Questionnaire (Pilot only) (Exhibit 4-20)
 - Economics Teacher Questionnaire (Pilot only) (Exhibit 4-21)
 - SD and LEP Questionnaires (both Operational and Pilot) (Exhibit 4-22)

Note: for SD and/or LEP students in science bridge sessions, the SD and/or LEP questionnaires should be recorded in the SD/LEP section of the appropriate roster, or on the SD/LEP Supplemental Roster.

4.7 Shipping School Folders to ACs and Preassessment Packets to Schools

You will be shipping the School Folders to the ACs and the Preassessment Packets to the schools via FedEx. For ACs, the School Folder should fit in a small FedEx box. These boxes can be ordered directly from FedEx (1-800-GO-FEDEX or FedEx.com). For schools, the materials will require a large FedEx box. These should also be ordered directly from FedEx. The materials should be sent by express package service using “FedEx Priority Overnight.” The packaging should be “Other Pkg” for a FedEx box. The payment should be “Third Party” using Westat’s FedEx code 1290-1574-8. Enter the project number 7707.05.52.05 in Section 2 for the Internal Billing Reference number. For the materials that are sent to the schools, you will receive bright neon labels that say “Important NAEP Materials” that can be affixed to the outside of the FedEx box. Be sure to save the FedEx tracking numbers in case the

School Folders or Preassessment Packets need to be tracked.

Suggested shipping dates to the schools are given below:

Assessment Date	Mail Date
Jan. 24 – Jan. 28	January 3
Jan. 31 – Feb. 4	January 10
Feb. 7 – Feb. 11	January 17
Feb. 14 – Feb. 18	January 24
Feb. 21 – Feb. 25	January 31
Feb. 28 – Mar. 4	February 7

Exhibit 4-9. Grade 8 Operational School Questionnaire and Grade 8 Operational Roster

The Nation's **NAEP**

Mr. Maxwell

2005

Grade 8

School Questionnaire

(School Characteristics and Policies)

G-997

Please mark from your copy. Under this questionnaire.

Complete this questionnaire online (preferred). (see instructions below) OR

Use a #2 pencil to complete this questionnaire.

SCHOOL #

1 0 2 1 0 2 1

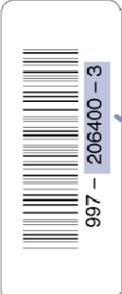
Please complete this questionnaire online.

Complete the questionnaire online at the "MySchool" web site OR go to <http://www.naepq.com>. Begin by keying in the following information at the login screen:

Your 10-digit booklet ID number is: 997 206400 3

Your 7-digit school ID number is: 102 102 1

Please complete the questionnaire (either online or this hard copy) by: 2 / 9 /2005.



DO NOT USE

ADMIN USE ONLY

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1820-4760. The time required to complete this information collection is estimated to average 20 minutes per response, including the time to review instructions, search existing data resources, gather all data needed, and review and certify the data for accuracy.

A project of the Institute of Education Sciences. This report is authorized by title 16, 107-192, 2011 O.C. 00010. While your distribution is voluntary, your cooperation is needed to ensure the results of the survey are complete, accurate, and timely. All responses that we do or do not receive are confidential.

This form must be completed in No. 2 pencil.

NAEP 2005 Operational Grade 8 Roster of Questionnaires
(School and Teacher Questionnaire Tracking Form)

I. School Questionnaire		I. School Questionnaire		Returned		
Questionnaire ID #		Questionnaire ID #		Yes	No	Online
Distributed to: Mr. Maxwell		(Barcode ID # on Cover) 997 - 2 0 6 4 0 0 - 3		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

II. Teacher Questionnaire		II. Teacher Questionnaire		Returned			Instruction Give the School Questionnaire ID # and record the date it is returned in the "Returned" column on the back of this form.
READING Teacher's Name		READING Teacher Questionnaire ID #		Yes	No	Online	

Exhibit 4-10. Grade 8 Operational Reading Teacher Questionnaire and Grade 8 Operational Roster

completed in No. 2 pencil.

(School and Teacher Questionnaire Tracking Form)

I. School Questionnaire		I. School Questionnaire		Returned			SCHOOL NAME:
Questionnaire ID #		Questionnaire ID #		Yes	No	Online	CITY/STATE:
Distributed to:		997- [] [] [] [] [] [] [] []		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
II. Teacher Questionnaire		II. Teacher Questionnaire		Returned			
READING Teacher's Name	READING Teacher Questionnaire ID #	Yes	No	Online	Instructions for Distributing the School Questionnaire to the principal. On the cover record the date it is to be returned. Once it is returned, fill "Returned" column on this Roster.		
01 Ms. Simons	01 994- 0 2 1 4 6 7 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Instructions for Distributing Eighth-Grade Questionnaires to teachers who teach reading, mathematics, and science.		
02	02 994-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			

The Nation's Report Card

Ms. Simons

2005 Grade 8 Reading Teacher Questionnaire

Q-994

Please mark how you complete this questionnaire.

Complete this questionnaire online (preferred). (see instructions below) OR Use a #2 pencil to complete this questionnaire.

SCHOOL # 1021021 TEACHER # 01

Please complete this questionnaire online. Complete the questionnaire online at the "MySchool" web site OR go to <http://www.naepc.com>. Begin by keying in the following information at the login screen:

Your 10-digit booklet ID # is: 994-021467-3

Your 7-digit school ID number is: 102-102-1 Your teacher ID # is: 01

Please complete the questionnaire (either online or this hard copy) by: 2 / 9 / 2005.

994 - 021467 - 3

DO NOT USE ADMN USE ONLY

According to the Paperwork Reduction Act of 1995, no person is required to respond to collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0046. The time required to complete this information collection is estimated to average 10 minutes per respondent, including the time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20205-4021. If you have comments or concerns regarding the actual or potential submission of this form, write directly to: NAEP/NCES, U.S. Department of Education, 1997 Street N.W., Washington, D.C. 20205-5681.

A product of the Institute of Education Sciences. This report is authorized by law (PL 107-170, 20 U.S.C. §9107). While your participation is voluntary, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely. All responses are treated as confidential. Identifiable information of teachers or schools may be used only for statistical purposes and may not be disclosed or used in identifiable form for any other purpose, unless otherwise compelled by law. OMB No. 1850-0046 - Approved Expires 04-30-2010. Mark before 9:30 a.m. by Fax: 1-800-447-3113. Printed in U.S.A.

Exhibit 4-12. SD and LEP Questionnaires and Supplemental SD/LEP Roster

Report Card

NAEP 2005 Supplemental SD or LEP Roster

SCHOOL CITY

This form must be completed in No. 2 pencil.

SD or LEP Questionnaire		SD or LEP Questionnaire		Student Booklet ID # (Column "N" on Admin. Schedule)												SD or LEP Questionnaire ID # (Barcode ID # on SD or LEP Cover)				Returned				
Line # / Session #	Student's Name	Distributed To (Staff Name)	Line # / Session #													Yes	No							
03 / 01	Wes Block	Mr. Farley		1	0	2	0	0	5	2	4	1	1	99	1	0	0	2	9	8	7	0	0	
04 / 01	Angela Burns	Mr. Long		0	0	2	0	0	0	0	4	3		99	0	0	3	3	5	1	6	9	0	0

2005 LEP Questionnaire

Q-990

To be completed by the staff member most knowledgeable about a student identified as LEP.
Use a #2 pencil to complete this questionnaire.

Admin Schedule Line # 4 from Session # R50801

Angela Burns

NAEP Subject to be Assessed
(from column C on Admin. Schedule)

Please respond to the subject-specific questions based on the content of the student's booklet.

- Civics
- Economics
- Math
- Reading
- Science
- US History

Student Demographic Information
(from columns D through J on Administration Schedule)

Birth Date: 1 0 / 9 0 Sex: M SD: 1 LEP: 1 RE: 2

Student Booklet ID: 0 0 2 / 0 0 0 0 4 3 8

SCHOOL #: 1 0 2 / 1 0 2 / 1

2005 SD Questionnaire

Q-991

To be completed by the staff member most knowledgeable about a student identified as SD.
Use a #2 pencil to complete this questionnaire.

Admin Schedule Line # 3 from Session # R50801

Wes Block

NAEP Subject to be Assessed
(from column C on Admin. Schedule)

Please respond to the subject-specific questions based on the content of the student's booklet.

- Civics
- Economics
- Math
- Reading
- Science
- US History

Student Demographic Information
(from columns D through J on Administration Schedule)

Birth Date: 0 6 / 9 0 Sex: M SD: 1 LEP: 2 RE: 1

Student Booklet ID: 1 0 2 / 0 0 5 2 4 1 1

SCHOOL #: 1 0 2 / 1 0 2 / 1