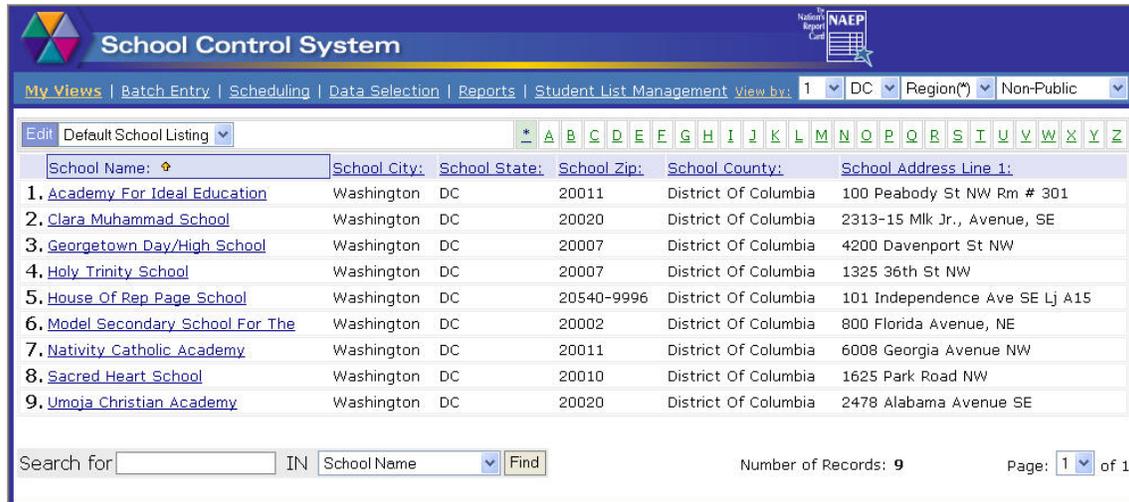


3 EDITING SCHOOL INFORMATION

The default listing of schools is shown below.



The screenshot shows the 'School Control System' interface. At the top, there is a navigation menu with options: My Views, Batch Entry, Scheduling, Data Selection, Reports, and Student List Management. The 'Student List Management' option is selected. Below the navigation menu, there are dropdown menus for 'View by: 1', 'DC', 'Region(*)', and 'Non-Public'. The main content area displays a table titled 'Default School Listing' with columns for School Name, School City, School State, School Zip, School County, and School Address Line 1. The table lists 9 schools, all located in Washington, DC. At the bottom of the table, there is a search bar with a dropdown menu set to 'School Name' and a 'Find' button. The search results show 'Number of Records: 9' and 'Page: 1 of 1'.

| School Name | School City | School State | School Zip | School County | School Address Line 1 |
|---|-------------|--------------|------------|----------------------|--------------------------------|
| 1. Academy For Ideal Education | Washington | DC | 20011 | District Of Columbia | 100 Peabody St NW Rm # 301 |
| 2. Clara Muhammad School | Washington | DC | 20020 | District Of Columbia | 2313-15 Mlk Jr., Avenue, SE |
| 3. Georgetown Day/High School | Washington | DC | 20007 | District Of Columbia | 4200 Davenport St NW |
| 4. Holy Trinity School | Washington | DC | 20007 | District Of Columbia | 1325 36th St NW |
| 5. House Of Rep Page School | Washington | DC | 20540-9996 | District Of Columbia | 101 Independence Ave SE Lj A15 |
| 6. Model Secondary School For The | Washington | DC | 20002 | District Of Columbia | 800 Florida Avenue, NE |
| 7. Nativity Catholic Academy | Washington | DC | 20011 | District Of Columbia | 6008 Georgia Avenue NW |
| 8. Sacred Heart School | Washington | DC | 20010 | District Of Columbia | 1625 Park Road NW |
| 9. Umoja Christian Academy | Washington | DC | 20020 | District Of Columbia | 2478 Alabama Avenue SE |

Default List of Schools

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

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

3.1 Searching for a School

To locate a particular school, use the search option at the bottom of the screen. Use of this option is discussed in Section 1.8.

3.2 Updating School Information

An example of the School Edit screen is shown below.

School Edit Screen

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

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

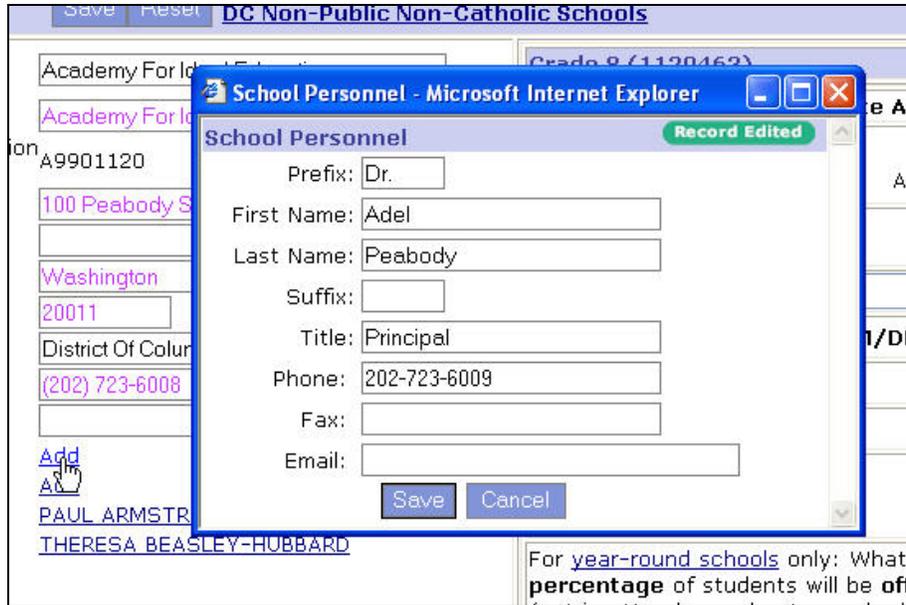
If the school name is not complete you should enter and/or up date the name in the field labeled “MysName” so that the name displayed on the MySchool site will be correct. Examples of names needing updating are as follows:

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

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

Unfortunately, the database from which the sample is selected (including the nonpublic school database) does not contain the names of principals. Thus, you will need to obtain the principal’s name and should enter it in the SCS for each of your schools. The state and TUDA coordinators will be updating this field (and other contact names) for their public schools.

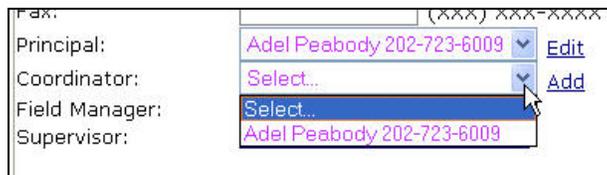
Since the principal name is not displayed, there is an “Add” hyperlink available. Once you have obtained the principal’s name, click on “Add” and enter his or her name, phone, fax number, and email address.



Enter School Personnel Data

3.2.1 School Coordinator

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



3.2.2 Comments

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

Click on the **Add Comments** link to open the comments window. If a comment has been entered, this link will change to **View Comments**, which will alert you (and other users) to the fact that a comment has been entered.

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

3.2.3 Grade Information

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

| | | | | |
|---|--|---|--------------------------|-------------------------|
| Grade 4 (9210850) | | General | Sampling | Session |
| Original School (No Substitute Available) | | | | |
| Completed New School Check: | | Add New School | | |
| | | Not Answered <input type="button" value="v"/> | | |
| Enrollment | | | | |
| Estimated: 124 | | Actual: <input type="text" value="0"/> | | |
| Target Student Sample: | | | | |
| Status: | | <input type="button" value="Cooperating"/> <input type="button" value="v"/> | | |
| Pre-Assessment Visit Date: MM/DD/YY | | <input type="text"/> | | |
| Scheduled Assessment Date: | | <input type="text" value="01/24"/> <input type="button" value="v"/> | | |
| Scheduled Assessment Time: | | <input type="text"/> | | |
| Parent Letters: | | Not Sent Add | | |
| Westat Field Staff | | Not Sent Add | | |
| State Coordinator | | | | |
| Date State Coord sent study information to school: MM/DD/YY | | <input type="text"/> | | |
| For year-round schools only: What percentage of students will be off-track (not in attendance due to a scheduled vacation period) on the assessment date? | | <input type="text" value="N/A"/> | | |

Grade Information; General Tab

3.2.4 Enrollment

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

- The 10-day enrollment information
- The 20th day,

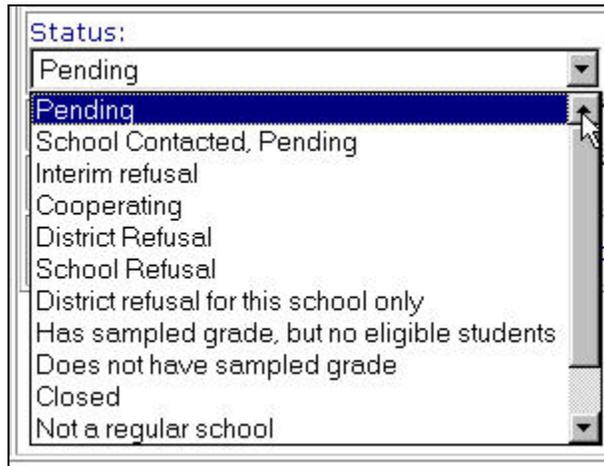
- or the first month report.

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

3.2.5 School Status Codes

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

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



School Status Codes

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

3.2.6 Refusal Report Form

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

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

Who made the decision to decline?

Name: Title: Phone:

Other contacts(if any).

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

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

Save Reset

8/26/200

Refusal Report Form

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

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

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

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

3.2.7 Ineligible School Form

In general, a school is eligible for the national and state NAEP assessments if it is a “regular” graded school serving the targeted grade for the given NAEP assessment. As explained in the document *Eligible versus Ineligible Schools*, a small percent of schools selected for NAEP will be identified as ineligible. When an ineligible status code is assigned in the SCS to a sampled school, the electronic version of Ineligible School Form (see Exhibit 2) is made available through a link immediately under the status window.

After filling out the hard-copy version of the form, you should update the form on the SCS as a record of why the school was coded as ineligible.

3.2.8 Assessment Date and Time

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

| | |
|-------------------------------------|-------|
| Status: Cooperating | 02/09 |
| Pre-Assessment Visit Date: MM/DD/YY | 02/10 |
| Scheduled Assessment Date: | 02/11 |
| Scheduled Assessment Time: | 02/14 |
| Parent Letters: | 02/15 |
| Westat Field Staff | 02/16 |
| State Coordinator | 02/17 |
| | 02/18 |
| | 02/19 |

Assessment Date

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

Remember: Before you enter or change dates, you should check the area's calendar (see Section 5) to be sure that you know exactly what dates are available.

The time for the assessment should also be entered. This is particularly important if the assessment is scheduled for the afternoon and another assessment in another school in the morning. It is also important since state and TUDA coordinators and others will want to observe sessions and will need to know when the sessions begin.

3.2.9 Substitute Schools

In some rounds of NAEP and in some substudies, substitute schools are selected in case a school refuses to participate. In NAEP 2005, substitutes will be selected for all except the Alpha sample. When substitutes have been selected, if the refusing school has a substitute available, this will be noted within the system.

| | | | |
|--|---------|----------|---------|
| Grade 4 (0000307) | General | Sampling | Session |
| Original School (No Substitute Available) | | | |

Substitute Availability on Right Panel of School Edit Screen

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

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

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

3.2.10 Parent Letters – Westat Field Staff

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

| | |
|--|------------------------------|
| Scheduled Assessment Time: | |
| Parent Letters: | |
| Westat Field Staff | Not Sent Add |
| State Coordinator | Not Sent Add |
| Date State Coord sent study information to | |

Westat field staff and NAEP state coordinators both have responsibilities regarding these notices. Thus, there are two links under the “Parent Letters” heading in the SCS.

As Assessment Coordinators discuss the assessment with their schools, they will record information in the *NAEP Quality Control Booklet* regarding the notification of parents. This information will then be recorded in the Parent Letter Information pop-up window.

Westat Field Staff Parent Letter Information - Microsoft Internet Explorer

Parent Letter Information (To Be Completed by Westat Field Staff)

Has school notified parents? Y/N:

Date parent notice sent: MM/DD/YY

How Sent:

Other (How Sent):

Letters Sent To:

Have any parents refused? Y/N:

If Yes, how many?:

Date parent notice received by AC: MM/DD/YY

REMINDER: Parents of sampled new enrollees must be notified of the assessment.

Parent Letter Information Fields

Westat field staff are responsible for sending the parent notification letters to nonpublic schools and discussing the importance of parent notification with them. They will also obtain dated copies of the parent notification from all participating schools – public and nonpublic.

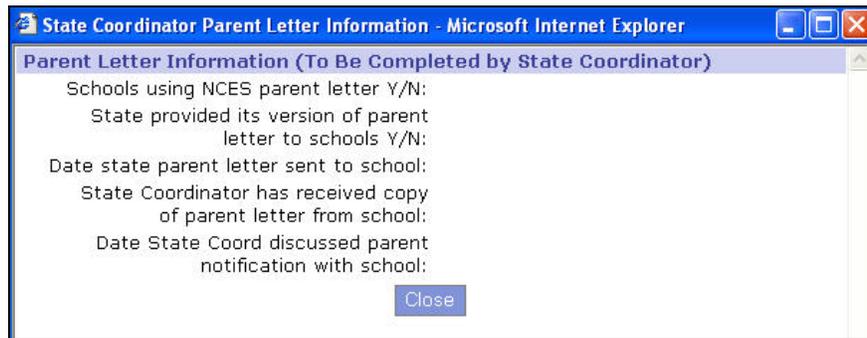
The Parent Letter Information window will be completed by Westat field staff as follows.

| FIELD | EXPLANATION |
|--|---|
| Has school notified parents? | It is important that the school has notified parents before the assessment can be held. |
| Date letter sent to parent | The date that the school coordinator sent the letter or newsletter with the parent notification. |
| How Sent | Drop down list includes: Letter mailed home. Letter sent home with student. Notice posted in newsletter. Other. |
| Other (How sent) | If some other means of notifying parents was used, record here, such as by facsimile, which is allowed. |
| Letters sent to | Drop down list included: Sampled students only. All eligible students. |
| Refusal count | When the assessment is completed in the school, record how many parents refused to permit their children to participate. |
| Date parent notice received by the AC? | When the AC has received a dated copy of the parent notice, the date received should be entered. |

At the bottom of this pop-up window is a reminder that the parents of sampled newly enrolled students must also be notified before they can be assessed.

3.2.11 Parent Letters – State Coordinators

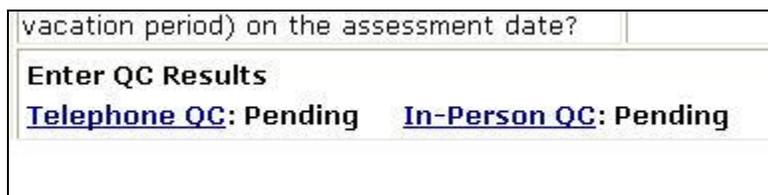
The NAEP state coordinators will have read-only access to the pop-up window with parent notification information that is filled in by Westat field staff. Below, is the pop-up window that they will be filling in. Read-only access is provided to Westat field staff for this information.



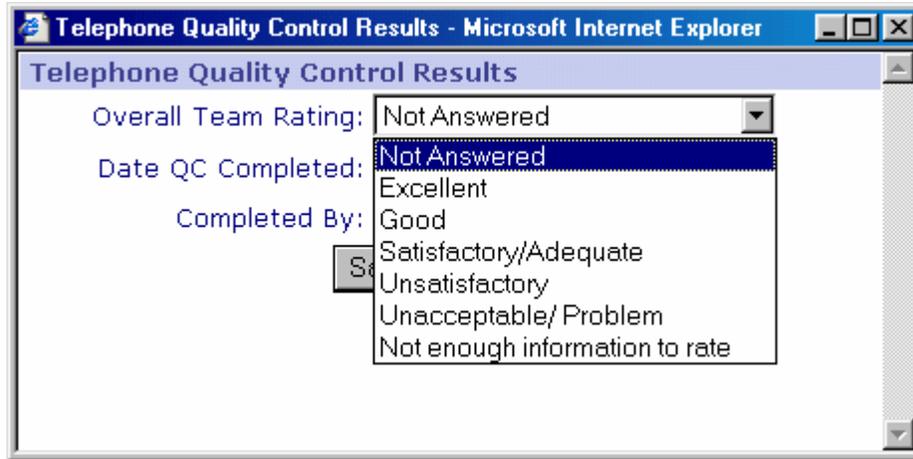
3.2.12 Quality Control

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

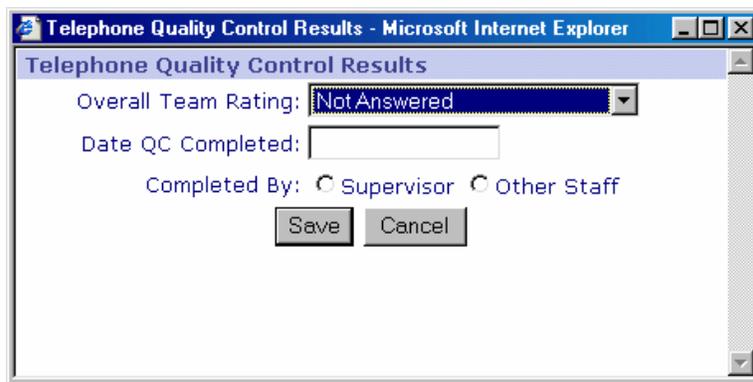
From the main school screen, select a school. On the School Edit screen there is a section titled Enter QC Results (lower right corner). In that section, there will be a link for “In-Person QC”. If the school is flagged for telephone QC followup, there will also be a link for “Telephone QC”.



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

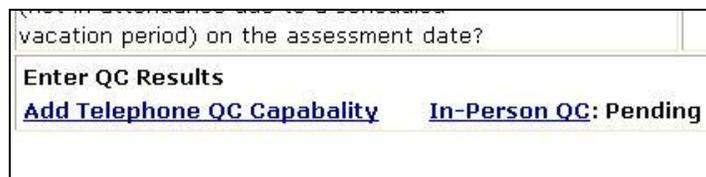


Record the date the QC telephone call was completed using the MM/DD/YY format. Also, select the radio button to indicate whether the QC call was completed by the Region/Area Supervisor or “other staff”.



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

If you want to add the capability of recording the results of a telephone QC call to a school, you may do so by clicking on the link shown below. This will be available for all of the schools not selected for the required QC sample.



Click on the “add telephone QC capability” link.

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

In-Person Quality Control Results - Microsoft Internet Explorer

In-Person Quality Control Results

Overall Team Rating: Not Answered

Session # RM0401: Not Answered

Session # RM0402: Not Answered

Session # RM0403: Not Answered

Date QC Completed: Not Answered

Completed By: Supervisor Other Staff

Save Cancel

In-Person Quality Control Results - Microsoft Internet Explorer

In-Person Quality Control Results

Overall Team Rating: Not Answered

Session # RM0401: DONAHUE, GEORGE

Session # RM0402: DONAHUE, GEORGE

Session # RM0403: COOK, MARGARET

Date QC Completed: Not Answered

Completed By: Supervisor Other Staff

Save Cancel

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

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

In-Person Quality Control Results - Microsoft Internet Explorer

In-Person Quality Control Results

Overall Team Rating:

Session # RM0401:

Session # RM0402:

Session # RM0403:

Date QC Completed:

Completed By: Supervisor Other Staff

Rating Options:
 Not Answered
 Excellent
 Good
 Adequate
 Needs Improvement
 Unacceptable
 Could Not Rate

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

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

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

3.2.13 Sampling

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

| | | | |
|-------------------------------------|----------------------------------|--------------------------|-------------------------|
| Grade 8 (1120463) | General | Sampling | Session |
| Sampling Date MM/DD/YY: | <input type="text"/> | | |
| Student Listing Form Information: | Not Received Add | | |
| Teacher Information | | | |

Sampling Tab of School Edit Screen

3.2.14 Sampling Date

If an in-person visit will be made to a school to draw the student sample, you will record the date this visit is scheduled when it is known.

3.2.15 Take All Schools

Grade 4 schools in the Alpha sample (assessment will be in reading, mathematics, and science) may elect to have all of their students assessed in their classrooms if they have fewer than 121 grade 4 students. Since it is expected that most such schools will want this option, the default in this field is set to “Yes”.

Other schools cannot be offered this option since it would result in a considerable expense using materials that were not budgeted for processing and additional staffing that will not be available.

3.2.16 Student Listing Form Information

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

A screenshot of a web browser window titled "SLF Information - Microsoft Internet Explorer". The page content is titled "Student Listing Form Information" and contains several text input fields: "Date Received:", "Date Current:", "Created By:", "Phone:", and "Email:". At the bottom of the form are two buttons labeled "Save" and "Cancel".

Likewise, state coordinators have been requested to provide this information if student lists are sent to them for you to sample using the Student Data System.

3.2.17 Teacher Information

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



The “Teacher Type” link will open a small dialog box into which you can record the number of teachers (teachers of grade 4 students in the example above). As illustrated, the SCS will display the number of teacher for each subject so that the proper number of questionnaires can be prepared and sent to the school. State coordinators have been asked to update this information for the public schools.

Grade 8 schools are asked for numbers of teachers of grade 8 students in the various subjects in the assessment.

A screenshot of a Microsoft Internet Explorer window titled "Teacher Information". The window displays a form with two columns: "Subject Taught" and "Number of Teachers". The subjects listed are Reading/Language Arts, Mathematics Only, Science Only, Both Math and Science, Civics, Civics and U.S. History, and U.S. History Only. Each subject has an adjacent empty text box for entering the number of teachers. At the bottom of the form are "Save" and "Cancel" buttons.

Grade 8 Teacher Numbers

Grade 12 schools will be asked for number of economics teachers.

3.2.18 New Schools

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

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

district with the sampled grade, the state coordinator will select “Yes” from the drop down list indicating that the check has been completed.

| | | | |
|--|----------------|--------------------------------|----------------|
| Grade 4 (9210850) | General | Sampling | Session |
| Original School (No Substitute Available) | | | |
| Completed New School Check: | | Add New School | Not Answered |
| Enrollment | | | |

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

New School Enter New School or Select to Edit

If there is another school in this district with the same grade as the sampled school, please fill the information requested below.

Name:

Address:

Address (cont'd):

City:, State: Zip: ,

County:

Phone:

Contact:

Grade Enrollment:

Grade Span:

Comments:

New School Form

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

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

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

3.2.19 Session Information

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

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

Summary Session Information (Example from NAEP 2004)

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

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

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