

2 EDITING DISTRICT INFORMATION

2.1 Selecting a District

The list of districts with sampled schools will be displayed if you select the Default District Listing. An example is shown below.

The screenshot shows the 'School Control System' interface. The top navigation bar includes 'School/District Listing', 'Batch Entry', 'Scheduling', 'Data Selection', and 'Reports'. Below the navigation bar, there are filter options: Territory: 6, State: PA, Region: 1, and School Type: School Type(*). The main content area is titled 'Default District Listing' and contains a table with the following data:

District:	Superintendent:	District Contact:	District City:	District State:
1. Archdiocese Of Boston			Dorchester	MA
2. Archdiocese Philadelphia Schs			Philadelphia	PA
3. Downingtown Area SD			Downingtown	PA
4. Jackson Twp			Jackson	NJ
5. Leadership Lrng Partners Cs			Philadelphia	PA
6. New York City Public Schools			Brooklyn	NY
7. Norristown Area SD			Norristown	PA
8. North Penn SD			Lansdale	PA
9. Ny Non-Public Non-Catholic Schools				NY
10. Oxford Area SD			Oxford	PA
11. Pa Non-Public Non-Catholic Schools				PA
12. Philadelphia City SD	Dr. Adam Jones		Philadelphia	PA
13. Upper Dublin SD			Maple Glen	PA

At the bottom of the interface, there is a search field with the text 'Search for' and a dropdown menu set to 'District'. To the right of the search field, it says 'Number of Records: 13' and 'Page: 1 of 1'.

Default District List

Nonpublic, non-Catholic schools will be grouped under a “district” name of Nonpublic, non-Catholic schools since the database structure requires that all schools have a “district.” Catholic schools will be associated with their diocese which functions like a district for our purposes.

As with the school listing, you can select which fields are displayed for the districts. Click on the **Edit Listing** button and customize the list to display the fields you wish displayed. (See Section 1.7.)

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

2.2 Editing District Information

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

School Name	NAEP ID
Baldi C C A Ms	4220050
Clemente Roberto Ms	4220130
Gratz Simon Hs	4230180
King Martin Luther Hs	4237145
Overbrook Hs	4238645
Rush Benjamin Ms	4220020
Sulzberger Mayer Ms	4220120
Washington George Hs	4230060

District Edit Screen

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

Adding Superintendent Name

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

When you return to the District Edit screen, the superintendent’s name and phone number will be displayed as shown below.

Superintendent Name and Phone Displayed

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

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

2.3 District Test Director

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



The screenshot shows a web browser window titled "District Personnel - Microsoft Internet Explorer". The main content area is titled "District Personnel" and contains a form with the following fields and values:

- Prefix:
- First Name:
- Last Name:
- Suffix:
- Title:
- Address:
- [District Address](#):
- Address 2:
- City:
- State:
- Zip:
- Phone: Ext:
- Fax:
- Email:

At the bottom of the form are two buttons: "Save" and "Cancel". A mouse cursor is pointing at the "Save" button.

District Test Director Screen

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

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

2.4 District Assessment Coordinator

A field has been added to the system to accommodate the name of the district's assessment coordinator at the request of state coordinators.

2.5 Comments

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

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

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

2.6 Selected Schools in the District

All of the schools selected for NAEP in this district are listed in the right panel along with their NAEP ID. The names are links to the school's School Edit page.

3 EDITING SCHOOL INFORMATION

3.1 School Listing

The default listing of schools is shown below.

The screenshot displays the 'School Control System' interface. At the top, there are navigation tabs: 'School/District Listing', 'Batch Entry', 'Scheduling', 'Data Selection', and 'Reports'. Below the tabs, there are filter dropdowns for 'Territory: 6', 'State: PA', 'Region: 1', and 'School Type: School Type(*)'. The main content area shows a table with columns: 'School Name', 'NAEP ID', 'Status', 'Region', 'Area', 'County', and 'District Name'. The table lists 15 schools, each with a numbered link to its name. Below the table, there is a search bar with the text 'Search for' followed by an input field, 'IN School Name', and a 'Find' button. To the right of the search bar, it says 'Number of Records: 40' and 'Page: 1 of 3'. At the bottom left, there is a 'Next Page >>' link.

School Name	NAEP ID	Status	Region	Area	County	District Name
1. All Saints Elementary School	4210053	Pending	1	1	Philadelphia County	Archdiocese Philadelphia Schs
2. Archbishop John Carroll High S	4230082	School Refusal	1	1	Delaware County	Archdiocese Philadelphia Schs
3. Arlington Catholic High School	2530053	Pending	1	1	Middlesex County	Archdiocese Of Boston
4. Baldi C C A Ms	4220050	Cooperating	1	1	Philadelphia County	Philadelphia City SD
5. Calvary Christian Academy	4230103	Pending	1	1	Philadelphia County	Pa Non-Public Non-Catholic Schools
6. Central Catholic High School	2530083	Pending	1	1	Essex County	Archdiocese Of Boston
7. Christopher Robin Academy	3630213	Pending	1	1	Queens County	Ny Non-Public Non-Catholic Schools
8. Clemente Roberto Ms	4220130	Pending	1	1	Philadelphia County	Philadelphia City SD
9. Coatesville Area Cath Elem Sch	4210103	Pending	1	1	Chester County	Archdiocese Philadelphia Schs
10. Country Day School Of The Sacr	4220043	Pending	1	1	Delaware County	Archdiocese Philadelphia Schs
11. Delaware Co Christian School	4230102	School Refusal	1	1	Delaware County	Pa Non-Public Non-Catholic Schools
12. Downingtown Hs East Campus	4230300	Pending	1	1	Chester County	Downingtown Area SD
13. First Century Gospel School	4230222	School Refusal	1	1	Philadelphia County	Pa Non-Public Non-Catholic Schools
14. Fitzwater El Sch	4210140	Pending	1	1	Montgomery County	Upper Dublin SD
15. Gratz Simon Hs	4230180	Pending	1	1	Philadelphia County	Philadelphia City SD

Default List of Schools

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

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

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.

Click on the underlined school name to go to the school's School Edit page.

3.2 Organization of the School Edit Screens

An example of the default School Edit screen is shown below.

The screenshot shows the 'School Control System' interface. At the top, there is a navigation bar with links: 'School/District Listing', 'Batch Entry', 'Scheduling', 'Data Selection', and 'Reports'. Below this, the 'School Edit' section is active, with 'Save' and 'Reset' buttons. The current district is 'Philadelphia City SD' and the region is 'PA 1 Area: 1'. A search field for 'School ID' is present with a 'Find' button. The interface is divided into five tabs: 'General' (selected), 'Sampling', 'Preassm't', 'Special Studies', and 'Post Assm't'. The 'General' tab contains the following information:

Name:	Baldi C C A Ms		
Address:	8801 Verree Rd		
Address (cont'd):			
City, State: Zip:	Philadelphia	PA	19115-3699
County:	Philadelphia County		
Phone:	(215) 961-2003	(XXX) XXX-XXXX	
Fax:		(XXX) XXX-XXXX	
Principal:	Add		
Coordinator:	Add		
MySchool Registration ID:	421899006824		

On the right side of the 'General' tab, there is a summary section for 'NAEP ID 4220050' and 'Grade Sampled: 8'. Below this, it lists 'Original School (Substitute Available)' as 'Public'. The 'Enrollment' section shows 'Estimated: 394' and 'Actual: 0'. The 'Status' is 'Cooperating'. The 'Scheduled Assessment Date' is '02/08'. The 'Scheduled Assessment Time' is empty. The 'Make-up Date' is 'No Date'. There is a 'Comments' section with a text area.

School Edit Screen, General tab

3.2.1 Search for Another School

In the upper right of the screen, there is a new search field that will be available as you work in each of the School Edit pages. By entering a school ID in this field, you can quickly go to another school's school edit section and to the same tab that you are working on for the current school.

This feature will enable you to enter data more quickly for more than one school, without using the Batch Entry feature.

3.2.2 School Edit Tabs

The School Edit section of the SCS for NAEP 2006 is divided into several screens each of which is accessed by selecting the appropriate tab at the top of the screen. The tabs have been organized to reflect the various phases of the field activities relating to preparing for, conducting, and wrapping up the assessments in the schools. The tabs are listed below and briefly described. A fuller description and screen shot will be found in the section referenced.

Tab	Data Entry Fields
General	Contact information and general scheduling and participation information. (Section 3.3)
Sampling	Target and actual sample sizes; Student Listing Information; Year-Round School information, and the Special Situation Form. (Section 3.4)
Preassessment	Preassessment visit date; Parent notification information; New Enrollee Procedure; Student Sampling Summary Report; Teacher counts. (Section 3.5)
Special Studies	Any notices (or “flags”) necessary for special studies being conducted. (Section 3.6)
Post Assessment	Session summary data are recorded here as well as the SD/ELL Summary Form. (Section 3.7)

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

3.3 General Tab – Updating School Information

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.

After updating information on this tab, click on the Save button before doing anything else.

If the school name is not complete you should enter and/or up date the name 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 school name to be sure you know exactly what it should be.

The database from which the sample is selected (including the nonpublic school database) does not contain the names of principals. The state coordinators will be updating this field (and other contact names) for their public schools. Gaining cooperation supervisors will need to obtain the principal's name and should enter it in the SCS for each of the schools if the name is not displayed.

There will be no attempt to populate these contact fields (principal, superintendent, etc.) from data obtained in previous years as was attempted in NAEP 2005. Unfortunately, there were many problems experienced that year in trying to do this.

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.

The screenshot shows a web browser window titled "School Personnel - Microsoft Internet Explorer". The browser address bar shows "District: Avella Area SD". The main content area displays a form titled "School Personnel" with a green "Record Edited" notification. The form fields are: Prefix: Mr., First Name: Frederick, Last Name: Bird, Suffix: (empty), Title: Principal, Phone: (empty), Ext: (empty), Fax: (empty), and Email: (empty). A blue "Save" button is located at the bottom of the form, with a mouse cursor pointing to it. Below the form is a "Comments:" field.

Enter School Personnel Data

If the school was selected for more than one grade and you need to enter different principal names for the grades, notify the help desk and the programmers can "split" the school record so that this is possible.

3.3.1 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.

Phone:	(724) 336-2216	(XXX) XXX-XXXX
Fax:		(XXX) XXX-XXXX
Principal:	Mr. Frederick Bird	Edit
Coordinator:	Select..	Add
MySchool Registration ID:	420276004165	

The right side of the General tab screen contains the grade information as shown below.

NAEP ID 4220050		Grade Sampled: 8	
Original School (Substitute Available)			
School Type	Public		
Enrollment	Estimated: 394	Actual:	<input type="text" value="0"/>
Status:	Cooperating <input type="button" value="v"/>		
Scheduled Assessment Date:	02/08 <input type="button" value="v"/>		
Scheduled Assessment Time:	<input type="text"/>		
Make-up Date:	No Date <input type="button" value="v"/>		
Comments:	<input type="text"/>		

School Edit; General Tab, Right Panel

3.3.2 NAEP ID and Sampled Grade

The NAEP ID is displayed at the top of this panel along with the sampled grade. If a more than one grade has been sampled in a school, there will be two records for this school – one for each of the sampled grades.

If some of the school information will be different for the two grades, for example different principals, contact the Help Desk and tell them you need to be able to enter different data for the two grades. They will forward your request to the programmers who will make this possible.

The SCS will provide a reminder here along with a link to the School Edit page for the other grade to facilitate accessing that grade's School Edit page for data entry.

3.3.3 School Type

School Type will tell you whether this school is a public school or in one of the several non-public school categories including Catholic, Other religious, and Other non-sectarian. If the school type is not know, gaining cooperation supervisors will complete the Non-Public School Survey Form after talking with the school and enter the results by clicking on the Non-Public School Survey link which will be displayed immediately under School Type.

3.3.4 Enrollment – Estimated and Actual

The **estimated enrollment** of the sampled grade is displayed. 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. The actual enrollment information is an important comparison for the list of students submitted by the school to ensure that all eligible students have been listed and not just those the school thinks are capable of being assessed.

Schools use different terms to refer to this information such as:

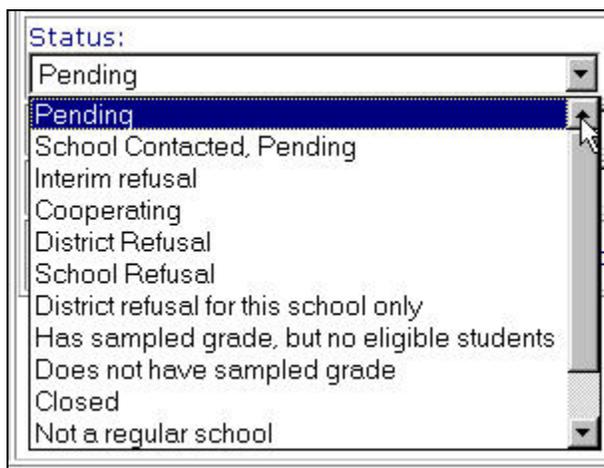
- The 10-day enrollment information
- The 20th day, or
- The first month report.

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.

3.3.5 School Status Codes

Each grade's disposition status code (see Exhibit 1 on page 80) 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

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. When and if these codes are used (in addition to the Interim Refusal code), links will appear to the Refusal Report and the Ineligible School Forms as appropriate. (See Section 3.3.9 and 3.3.10.)

3.3.6 Scheduled Assessment Date and Time

All schools will have a suggested assessment date recorded in the system. If the school requires that 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.



Assessment Date

The valid assessment dates are available in the pop-up list. Scroll down (or up) to the date and click on it.

NOTE: Dates and times entered in the Scheduled Assessment Date and Time fields will be displayed in the corresponding fields for all assessment sessions on the Post Assessment tab, summary of original session information. However, changes to these fields at the session level in the Post Assessment tab will not be displayed on this page since they will be session specific. There may be different assessment dates and/or times for the various sessions in a school.

Remember: Before you enter or change dates, you should check the area's calendar (see Section 5.2) 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 coordinators and others will want to observe sessions and will need to know when the sessions are scheduled to begin.

3.3.7 Make-Up Date

After the assessments have been conducted in a school, the calculations will be made to determine if a make-up session (or sessions) needs to be held. If make-ups are needed, the date should be recorded in the SCS. This will enable you and your field manager to keep track of the over-all schedule of assessments. It is also important to have the make-up date in the system so that the assessment materials will not be considered over due at Pearson. The make-up dates will be displayed on the calendar to help keep track of schedules.

NOTE: The date entered in the Make-up Date field will be displayed in the corresponding fields for all assessment sessions on the Post Assessment tab, summary of original session information. However, changes to these fields at the session level in the Post Assessment tab will not be displayed on this page since they will be session specific. There may be different make-up session dates for the various sessions in a school.

3.3.8 Comments

The Comments window is available for you to enter information related to recruiting the school, how to pronounce the principal's name, etc. The redesigned screen permits this field to be visible at all times.

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.

3.3.9 Refusal Report Form

When 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. When the link initially appears, it will read: "Refusal Report Form – Not Completed." After information has been recorded in the form, the link will change to "Refusal Report Form – Edit" to allow the form to be opened and edited as necessary.

An example of the form is shown below.

SCS: Grade Refusal Form - Microsoft Internet Explorer

Refusal Form Print

District:	Philadelphia City SD	School:	Baldi C C A Ms
Superintendent:	Adam Jones	Grade ID:	4220050
State:	PA	Refusal Type:	School Refusal

Who made the decision to decline?

Name: Phone:

Title:

Other contacts(if any).

Name: Title:

Name: Title:

Additional School Refusal Information.

Initial State Coordinator Letter Sent:

Initial Endorsement Letter from Chief State School Officer Sent:

Number of successful phone calls (during which the study was discussed):

Refusal conversion letter sent:

Follow-up refusal conversion endorsement letter from State or District sent:

Number of successful refusal conversion phone calls (during which participation in the study was discussed):

Number of refusal conversion in-person visits to the school:

Describe the reasoning behind the refusal and efforts to recruit the school:

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 follow-up 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.