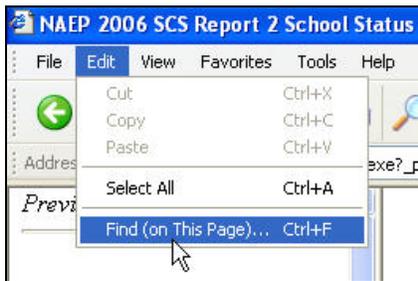


To print only 1 page or a range of pages, click on the circle by “Pages” and type the page number(s) in the small window. Then, click the **Print** button.

7.1.4 Finding a School on the Report

To find the name of a school (or district) on the report, select Edit, Find (on This Page), and then type the school’s name in the “Find what” window. (Control + F also brings up the Find pop-up window.)



Select Edit, Find (on This Page)

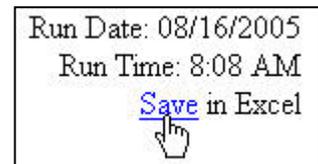


Type School Name (Find is not case sensitive)

To print the page that the school is on, note the page number at the top of the screen, then click File, Print and enter the page number as discussed in the section above.

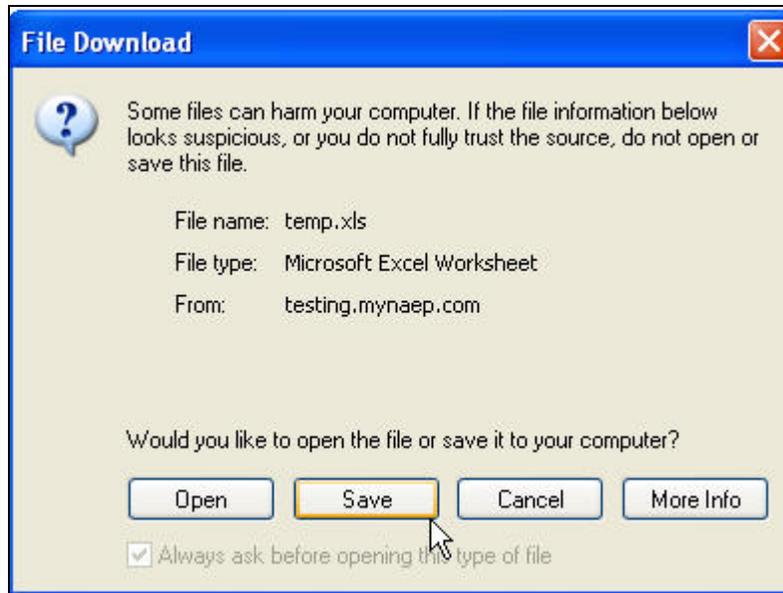
7.1.5 Saving Reports to Excel

The report that you are looking at can be saved in Excel format on your hard drive. Initiate this process by clicking on the Save link in the upper right of the screen.



Depending on your computer set up, some of the following pop-up windows may not appear. Normally, they all will.

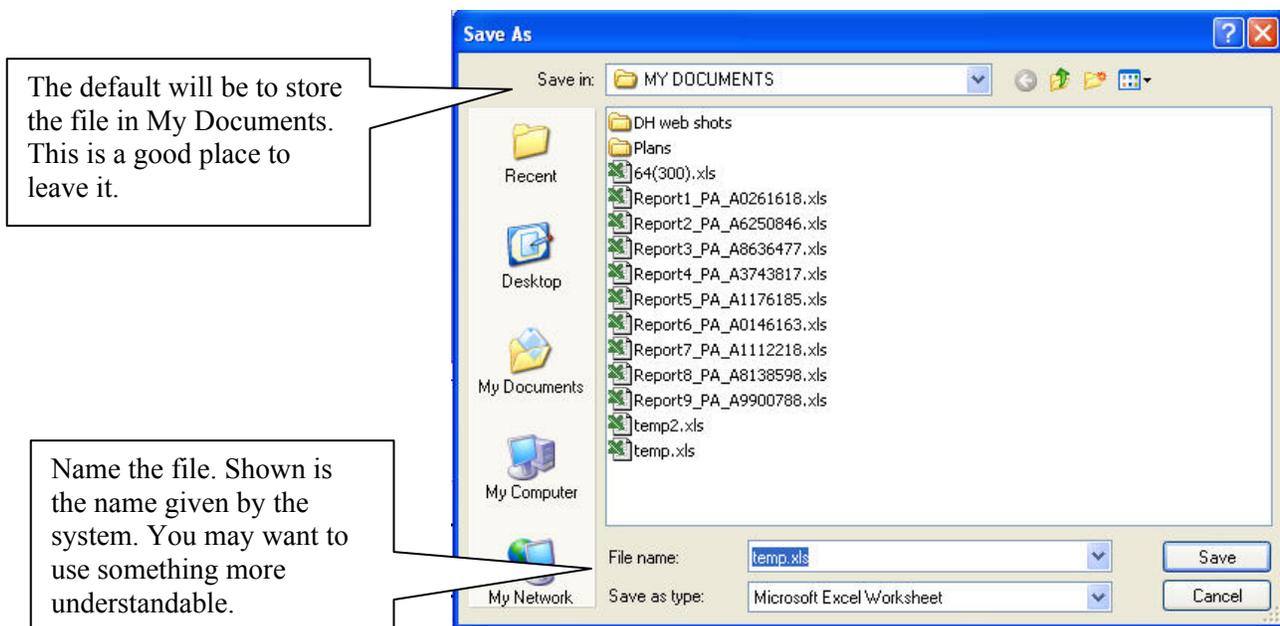
The first pop-up is the “File Download” window.



File Download

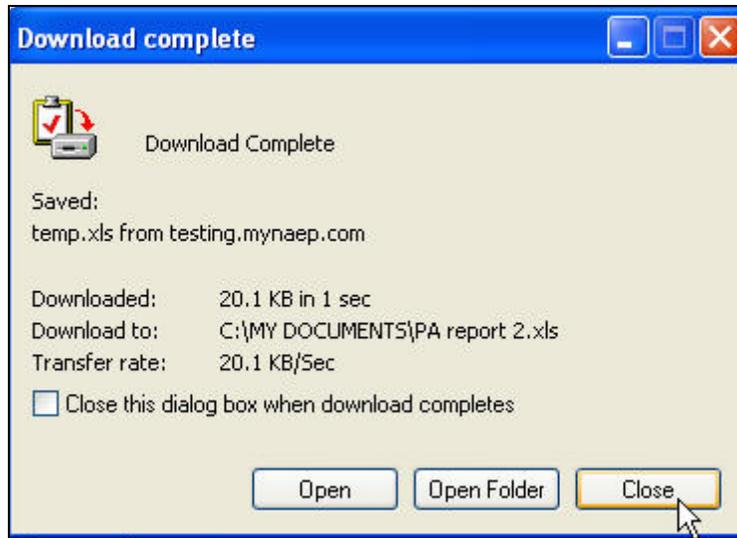
Click on the **Save** button.

Next, you will tell the system where to save the file and give it a name.



Saving the File

Click on the **Save** button and the following pop-up window may appear as the file is downloaded.



Download Complete

How long it takes to download the file will depend on the size of the file and the type of Internet connection you are using.

When the download is complete, click on the **Close** button. If you want to work with the file, don't forget to close the SCS so that you can free up that connection and not time out.

The Excel file of your data will appear similar to the following, depending on the report that you save.

Microsoft Excel - PA report 2.xls

Run Date: 09/02/2005

Run Date: 09/02/2005
Run Time: 10:28 AM

NAEP 2006 Report 2 - School Status Listings
State = PA, Region = 1
School Type = All
Filter = Active Schools
Sort = District

District	School Name	NAEP ID	Grade	Status	Scheduled Date	Actual Enrollment
Archdiocese Of Boston	Arlington Catholic High School	2530053	12	Pending		0
	Central Catholic High School	2530083	12	Pending		0
Back to SCS Reports Page						
District	School Name	NAEP ID	Grade	Status	Scheduled Date	Actual Enrollment
Archdiocese Philadelphia Schs	All Saints Elementary School	4210053	4	Pending		0
	Archbishop John Carroll High S	4230082	12	School Refusal	2/23/2006	0
	Coatesville Area Cath Elem Sch	4210103	4	Pending		0
	Country Day School Of The Sacr	4220043	8	Pending		0
	Northeast Catholic High School	4230052	12	School Refusal	2/9/2006	0
	Our Mother Of Sorrows School	4210052	4	School Refusal	3/6/2006	0
	St Catherine Of Siena School	4210092	4	School Refusal	2/10/2006	0
	St Cyril Of Alexandria School	4210082	4	District Refusal	3/3/2006	0
	St Francis Of Assisi School	4210093	4	School Refusal		0
	St James Elementary School	4210032	4	School Refusal	3/3/2006	0
	St Margaret Elementary School	4220042	8	School Refusal	3/2/2006	0
	St Maria Gareth School	4220062	8	School Refusal	2/3/2006	0
	St Rose Of Lima	4220063	8	Pending		0
	St William School	4210102	4	School Refusal	2/22/2006	0

Report 2 Saved and Viewed in Excel

At this point, you have complete control of the data and can resort and move data around.

7.1.6 Closing Reports

Throughout the report will be links labeled “Back to SCS Reports Page” that you can use to return to the reports menu.

7.2 Report 1: Summary Tallies

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

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

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

		Grade 4		Grade 8		Grade 12	
		Number	Percent	Number	Percent	Number	Percent
I. Original Schools	A. Pending	1	50.00	3	60.00	5	71.43
	B. School contacted, pending	0	0.00	0	0.00	0	0.00
	C. Cooperating	1	50.00	1	20.00	2	28.57
	D. District refusal - all schools	0	0.00	0	0.00	0	0.00
	E. School refusal	0	0.00	1	20.00	0	0.00
	F. Interim refusal	0	0.00	0	0.00	0	0.00
	G. School refusal - by District	0	0.00	0	0.00	0	0.00
	H. School closed	0	0.00	0	0.00	0	0.00
	I. Ineligible - Has grade/no eligible students	0	0.00	0	0.00	0	0.00
	J. Ineligible - Does not have grade	0	0.00	0	0.00	0	0.00
	K. Ineligible - Not a regular school	0	0.00	0	0.00	0	0.00
	L. Ineligible - Other	0	0.00	0	0.00	0	0.00

Report 1

7.2.1 Interpreting the Report

Report 1 is divided into four sections briefly explained below:

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

7.2.2 Status of Original Schools

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

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

7.2.3 Status of Activated Substitute Schools

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

7.2.4 Status of Activities (Cooperating Schools Only)

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

- A. Total Cooperating Schools. This number is the same as reported in 1C.
- B. Enrollment Data Entered shows the number and percentage of cooperating schools for which enrollment information has been entered.
- C. Scheduled Date Entered shows the number and percentage of cooperating schools for which an assessment date is present for all sessions.
- D. Student Listing Form Received.

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

7.2.5 All School Summary

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

- A. Total Pending Schools equals the sum of original and substitute pending (1A + 2A).
- B. Total Cooperating Schools equals the sum of original and substitute cooperating (1C + 2C).
- C. Unweighted Response Rate Before Substitution is a measure of school cooperation similar to that calculated in the final reports provided by NAEP. The response rate before substitution is calculated as follows **using only schools in the original sample**.

COOPERATING SCHOOLS
PENDING + # COOPERATING + # REFUSING SCHOOLS

D. Original Refusals Without Substitutes. This item tallies the number of original sample refusals for which a substitute grade is not available.

7.3 Report 2: School Status Listing

Run Date: 09/01/2005
 Run Time: 1:47 PM
[Save](#) in Excel

NAEP 2006 Report 2 - School Status Listings
State = PA, Region = 1
School Type = All
Filter = Active Schools
Sort = District

District	School Name	NAEP ID	Grade	Status	Scheduled Date	Actual Enrollment
Archdiocese Of Boston	Arlington Catholic High School	2530053	12	Pending		0
	Central Catholic High School	2530083	12	Pending		0
Back to SCS Reports Page						
District	School Name	NAEP ID	Grade	Status	Scheduled Date	Actual Enrollment
Archdiocese Philadelphia Schs	All Saints Elementary School	4210053	4	Pending		0

Preview

- [District=Archdiocese Of Boston](#)
- [District=Archdiocese Philadelphia Schs](#)
- [District=Downingtown Area SD](#)
- [District=Jackson Twp Partners Cs](#)
- [District=New York City Public Schools](#)
- [District=Norristown Area SD](#)
- [District=North Penn SD](#)
- [District=Ny Non-Public Non-Catholic Schools](#)
- [District=Oxford Area SD](#)
- [District=Pa Non-Public Non-Catholic Schools](#)
- [District=Philadelphia City SD](#)
- [District=Upper Dublin SD](#)

Report 2

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

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

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

7.3.1 Report Filters and Sorts

The filter and sort options for Report 2 are:

<u>Filters</u>	<u>Sorts</u>
Active Schools	District
Original Schools	County
Substitute schools	School
Pending Schools	Status
Cooperating Schools	NAEP ID
Cooperating/ Pending Schools	School State ID
Refusal Schools	School Type

NOTE: Report 2 is a grade-level report. Schools sampled for both fourth and eighth grades, for example, will be listed twice on this report.

7.4 Report 3: Assessment Schedule

Preview		Run Date: 09/01/2005 Run Time: 1:48 PM Save in Excel					
District=Leadership Lrng Partners Cs District=Philadelphia City SD District=Upper Dublin SD		NAEP 2006 Report 3 - Assessment Schedule State = PA, Region = 1 School Type = All Filter = Cooperating Schools Sort = District					
District	School Name	NAEP ID	Grade	Session ID	Scheduled Date	Makeup Date	Total In Sample
Leadership Lrng Partners Cs	Leadership Lrng Partners Cs	4210110	4	RM0401	02/01/2006		25
				RM0402	02/01/2006		25
				RM0403	02/01/2006		25
Back to SCS Reports Page							
District	School Name	NAEP ID	Grade	Session ID	Scheduled Date	Makeup Date	Total In Sample

Report 3

This report is useful for reviewing the assessment schedule.

For each cooperating or pending school, the report lists:

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

7.4.1 Report Filters and Sorts

The filters and sorts available for this report are:

<u>Filters</u>	<u>Sorts</u>	
Cooperating	District	Actual Date
Cooperating/Pending	County	NAEP ID
	School	State School ID
	Status	School Type

7.5 Report 4: School Sampling Listing

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

An example of how Report 4 will look is shown on the next page:

Preview		Run Date: 09/01/2005 Run Time: 1:48 PM Save in Excel				
District=Archdiocese Of Boston District=Archdiocese Philadelphia Schs District=Downingtown Area SD District=Jackson Twp District=Leadership Lrng Partners Cs District=New York City Public Schools District=Norristown Area SD District=North Penn SD District=Ny Non-Public Non-Catholic Schools District=Oxford Area SD District=Pa Non-Public Non-Catholic Schools District=Philadelphia City SD District=Upper Dublin SD		NAEP 2006 Report 4 - Student Sampling Listing State = PA, Region = 1 School Type = All Filter = Active Schools Sort = District				
District	School Name	NAEP ID	Scheduled Date	Sampling Method	Students on SLF	Students Sampled
Archdiocese Of Boston	Arlington Catholic High School	2530053		Not Designated	0	0
	Central Catholic High School	2530083		Not Designated	0	0
Back to SCS Reports Page						
District	School Name	NAEP ID	Scheduled Date	Sampling Method	Students on SLF	Students Sampled
Archdiocese Philadelphia Schs	All Saints Elementary School	4210053		Not Designated	0	0

Report 4

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

7.5.1 Report Filters and Sorts

The filters and sorts that may be that may be used in this report are:

<u>Filters</u>	<u>Sorts</u>
Active	District
Not Designated	County
E-File by State	School
E-File by District	Status
E-File by School	Scheduled Date
SDS in State Office	NAEP ID
SDS in Home/Hotel	State School ID
SDS in School	Sampling Method

7.6 Report 5: Summary School Recruiting Report

This report provides individual school information that is to be obtained during school recruiting. This report will help the school recruiter and his/her field manager keep track of the progress of keeping this information up to date in the SCS.

For each school, the following fields are displayed:

- Region and area numbers
- School name and NAEP ID
- Principal name
- School coordinator name
- School type
- Survey? (This refers to the Non-Public School Survey for schools in which “School Type” is “Unknown.” The default value to be displayed will be “N/A.” For those schools for which School Type is Unknown, if the survey has been completed, the value displayed will be “Yes,” otherwise it will be “Not Completed.”)
- Actual grade enrollment
- Status (The school’s disposition status will be displayed. In addition, if the school is an interim or final refusal, the status of the refusal form will be displayed as “Refusal Form (done/not done).” Likewise, if the school’s status is one of the ineligible codes, the status of the Ineligible School Form will be displayed.)
- Target student sample
- Teacher counts
- Year-round percent off

7.6.1 Report Filters and Sorts

The filters and sorts that may be that may be used in this report are:

<u>Filters</u>	<u>Sorts</u>
All schools	Region
Pending	District
Cooperating	School
Refusals	School Type
Ineligible	

7.7 Report 6: Sampling Report

This report shows the fields in the SCS that will be updated as the student sampling is completed for cooperating schools. This report will help the supervisor and his/her field manager keep track of the progress of keeping this information up to date in the SCS.

Fields to be displayed on this report are:

- Region and Area numbers
- School name and NAEP ID
- Scheduled assessment date
- Sampling method
- SLF receipt date
- Sampling date
- Completed E-Sample
- Number in sample
- Date list was current
- Session ID(s) and total in sample for each session
- Number of students identified as SD and/or ELL in a school

7.7.1 Report Filters and Sorts

The filters and sorts that may be that may be used in this report are:

<u>Filters</u>	<u>Sorts</u>
Not Designated	Region
E-File by State	District
E-File by School	School
In-Field Sampling	School Type

7.8 Report 7: Preassessment Visit Report

After each preassessment visit, information is to be recorded in the SCS. This report will help the supervisor and his/her field manager keep track of the progress of keeping this information up to date in the SCS.

The data displayed for this report are:

- Region and area numbers
- School name and NAEP ID
- Preassessment visit date
- Scheduled assessment date
- Parent notification (If “Has school notified parents?” is “Yes,” “Yes” will be displayed for this field.)
- Supervisor receipt of letter
- New enrollee procedure (If the answer to “Did school maintain list of new enrollees?” is “Yes” or “No” and “Number of students listed as ‘New Enrollees’” has an answer (zero or greater), then “Yes” will be displayed for this, otherwise, “No” will be displayed.)
- Student Sampling Summary Report (Default display and if there is no message in the report is “N/A.” If there is a message and one box is checked, “Yes” will be displayed. If there is a message, but no box is checked, “Not answered” will be displayed.)

7.8.1 Report Filters and Sorts

Since Report 7 will only be used with cooperating schools, this is the only filter available. The sorts that may be that may be used in this report are:

Sorts

Region
District
School
School Type
Assessment Date

7.9 Report 8: Assessment Progress Report

After assessments have been completed in a school, information is to be recorded in the SCS. This report will help the supervisor and his/her field manager keep track of the progress of keeping this information up to date in the SCS.

The data displayed for this report (displayed at the session level) are:

- Region and area numbers
- School name and NAEP ID
- Assessment date
- Session ID
- Original sample
- Total in sample
- New enrollee sample
- Withdrawn/ineligible
- To be assessed
- Absent
- Excluded
- Refused
- Assessed in original
- Makeup date
- Makeup code
- Assessed in makeup
- Assessment complete
- SD/ELL data available

7.9.1 Report Filters and Sorts

Since Report 8 will only be used with cooperating schools, this is the only filter available. The sorts that may be that may be used in this report are:

Sorts

Region
District
School
School Type
Assessment Date

Exhibit 1. School-Level Status Codes

NAEP SCHOOL DISPOSITION CODES

<u>CODE</u>	<u>EXPLANATION</u>
Pending codes:	
Pending	Neither the district nor the school has been contacted. (Default code for all schools in the SCS.)
Pending Cooperation	The school has been contacted, but no decision has been reached on participation.
Interim Refusal	The school has indicated that they do not wish to participate, but there is a possibility that they will agree. [Complete the Refusal Report in the SCS to explain the refusal.]
Cooperating	
	The school will definitely participate in the assessment.
Final refusal codes: [Do not assign until you have discussed with your field manager. Complete the Refusal Report in the SCS to explain the refusal.]	
District Refusal	The district refuses to participate in the assessment. Record grade enrollment information on sampled schools in the SCS.
School Refusal	The school has said that they will definitely not participate in the assessment. Record grade enrollment information in the SCS.
District Refusal for this school only	The school district has refused for this one school to participate. Other sampled schools in the district will cooperate. Record grade enrollment information in the SCS.
Ineligible school codes: [Complete the Ineligible School Form in the SCS to explain.]	
Has Sampled Grade, but No Eligible Students	This school has the sampled grade, but no eligible students this year.
Does Not have Sampled Grade	This school does not contain the sampled grade.
Closed	This school has officially closed.
Not a Regular School	This school does not offer a traditional academic or comprehensive educational program to the general student population. Examples would be special education schools in which all students would be excluded from assessment and vocational schools whose student are enrolled in a traditional high school. Do not assume the school meets this disposition without talking with someone at the school. Ask the principal if they are ungraded or if students are registered in another school. You should talk with your field manager before using this code.
Other Ineligible	You should talk with your field manager about using this code.

Exhibit 2. Ineligible School Form from SCS

NAEP 2005 Ineligible School Form		Print
This form will be used to document the reason(s) for coding a school as ineligible for participation. A school should not be assigned a disposition code of <i>Not a Regular School</i> or <i>Other Ineligible</i> until information is obtained directly from the school or its district and the NAEP representative is consulted.		
School Name:	A J Schmidt Es	NAEP ID: 3610700
District Name:	Evans-Brant Csd (lake Shore)	
Who provided the information used in making the decision that the school is not eligible?		
Name:	<input type="text"/>	Phone: <input type="text"/>
Position/Title:	<input type="text"/>	
Check final school status:	<input type="checkbox"/> Has grade, but no students <input type="checkbox"/>	
If school is coded <i>Does not have sampled grade</i> , what is the school's grade span?:	<input type="text"/>	
If school is coded <i>Closed</i> , when did the school close?:	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>		
If school is coded <i>Not a regular school</i> , Check next to the statement(s) that describes this school:		
<input type="checkbox"/> This is an ungraded school.		
<input type="checkbox"/> The students who attend this school are officially registered in another, regular school.		
<input type="checkbox"/> The students do not take regular state tests.		
<input type="checkbox"/> All of the students selected for assessment would be excluded from the assessment.		
Mark with an "X" if this "school" can be described using any of the following concepts:		
<input type="checkbox"/> Correspondence school (The students may or may not attend classes.)		
<input type="checkbox"/> Distance education		
<input type="checkbox"/> Computer based virtual ("cyber") school		
<input type="checkbox"/> Umbrella school (students are officially enrolled in these private schools, but may be home schooled)		
<input type="checkbox"/> Home School		
<input type="checkbox"/> Independent Study		
<input type="checkbox"/> Other (Specify) <input type="text"/>		
If school is coded <i>Other ineligible</i> , Check next to the statement below that best describes this institution:		
<input type="checkbox"/> An administrative entity or professional service center without any students		
<input type="checkbox"/> A school district or administrative office		
<input type="checkbox"/> A dormitory or residence		

Appendix A

SCHOOL LISTING AND LOG SUGGESTIONS

Supervisors have said that they do not use the logs and listing of schools that are produced at the beginning of the study because they become out of date so quickly. This document provides suggestions for how you can produce your own reports from the SCS using Data Selection and some of the new reports that have been added to the SCS.

For a basic list of your schools, select the following fields in Data Selection and export the results to an Excel file:

- NAEP ID
- School name
- (1)
- Address
- City
- State
- ZIP
- County name (2)
- District name
- Est. Enrollment
- School type
- Assessment date

(1) If you want a place to record the principal's names, insert a column in the Excel file.

(2) County name can be eliminated if you do not need it.

To prepare for the work in the schools including preparing the teacher questionnaires, the new **SCS Report 5** could be used. Run this report and export to an Excel file. This report will also be helpful in seeing whether the necessary information has been recorded in the SCS before the preassessment visits begin.

Note that "Survey?" refers to the Non-Public School Survey for schools in which "School Type" is unknown. If the survey has been completed, the value displayed will be "Yes."

The **SCS Report 6** will provide a good summary of student sampling information after the sample has been selected. Run this report and export it to Excel.

Remember, “Assess all” will display “yes” if the number to be assessed is less than the number, beyond which a true sample would have been selected. All students in such schools will be assessed, but in 2 session types, thus at least 2 sessions.

The new **SCS Report 7** will show the information that should have been updated in the SCS after the preassessment visit.

SCS Report 8 will help you keep track of the data entry during the assessment field period including the assessment numbers from the Administration Schedules.

Reports 5 – 8 will need to be printed on **legal size paper**.