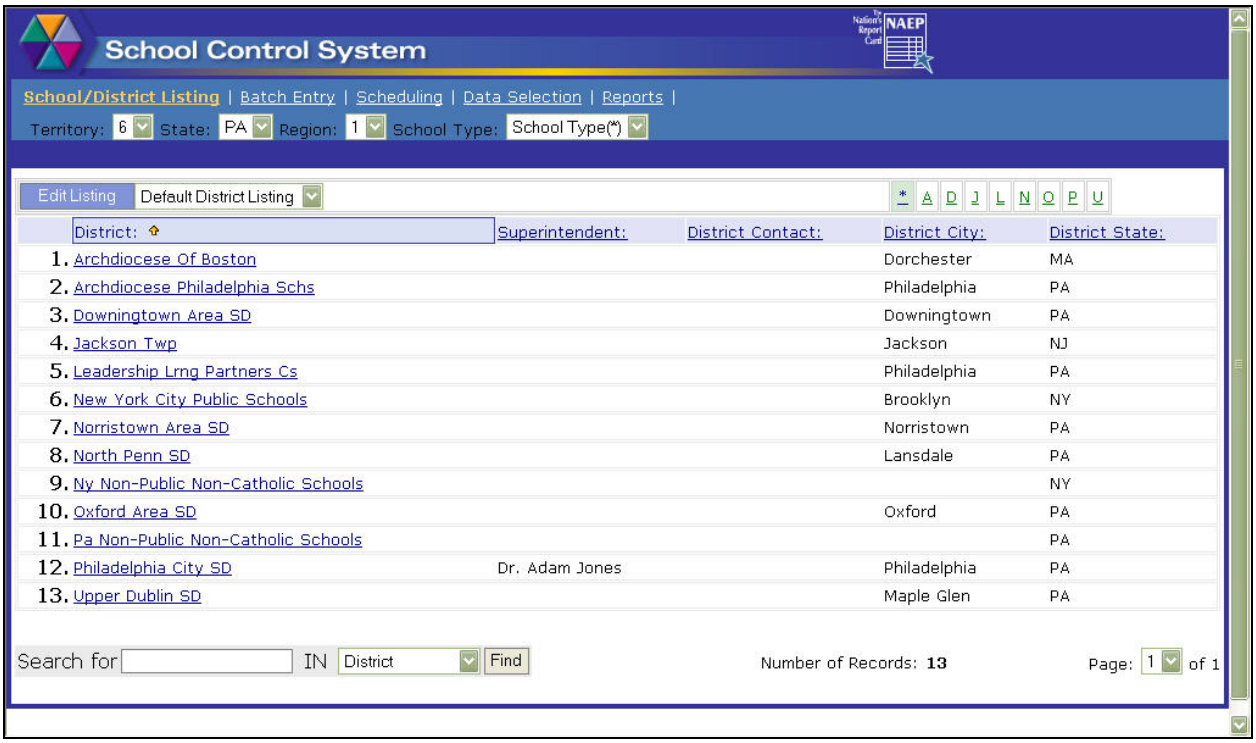
2. EDITING DISTRICT INFORMATION

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.



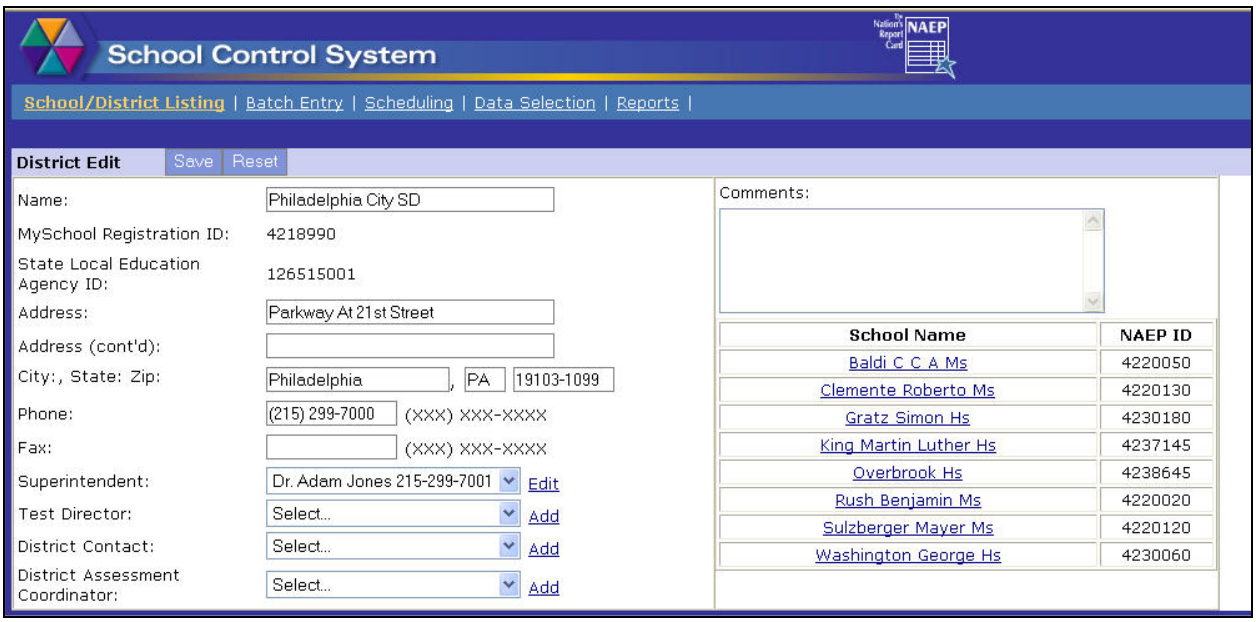
Default District List

Districts are listed alphabetically by district name. 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 or archdiocese which functions like a district for our purposes.

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.



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.

District Personnel - Microsoft Internet Explorer

District Personnel

Prefix: Dr.
First Name: Adam
Last Name: Jones
Suffix:
Title: Superintendent
Address:
District Address
Address 2:
City:
State:
Zip:
Phone: 215-299-7001 Ext:
Fax:
Email:
SAVE Cancel

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 (if entered for the superintendent) will be displayed as shown below.

Superintendent:	Dr. Adam Jones 215-299-7001	Edit
Test Director:	Select...	Add
District Contact:	Select...	Add
District Assessment Coordinator:	Select...	Add

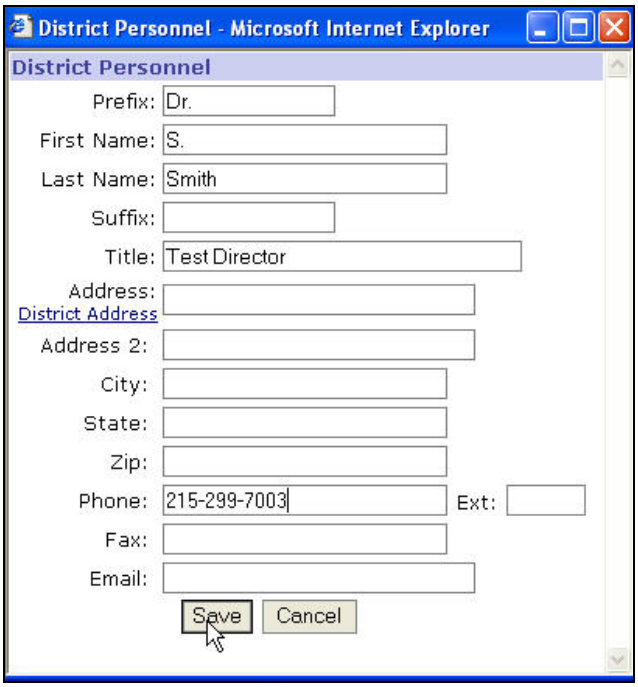
Superintendent Name and Phone Displayed

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. To update the superintendent's name, click on the "Edit" link.

NOTE: District and school information were obtained from a database (Common Core of Data) complied by the U.S. Department of Education from data sent by the states. 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 superintendent and test director and school principal fields are blank initially for all districts and schools 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

To update the system with information on the test director, select the "Add" hyperlink and complete the information.

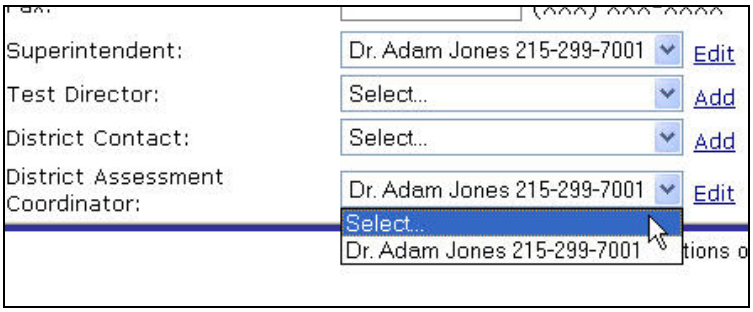


District Test Director Screen

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

2.4 Changing Name of Contact Person

If you have selected the superintendent's as the district assessment coordinator and need to enter a different name, first, click on the down arrow next to the name.



Click on "Select" and then on the "Save" button. The "Edit" link will change to "Add" allowing you to enter a new name for the District Assessment Coordinator.

2.5 Comments

In the right panel of the District Information screen is an area available for users to record comments about contacts or attempted contacts with the district or diocese. If there is 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 or scroll bar 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 manger 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.

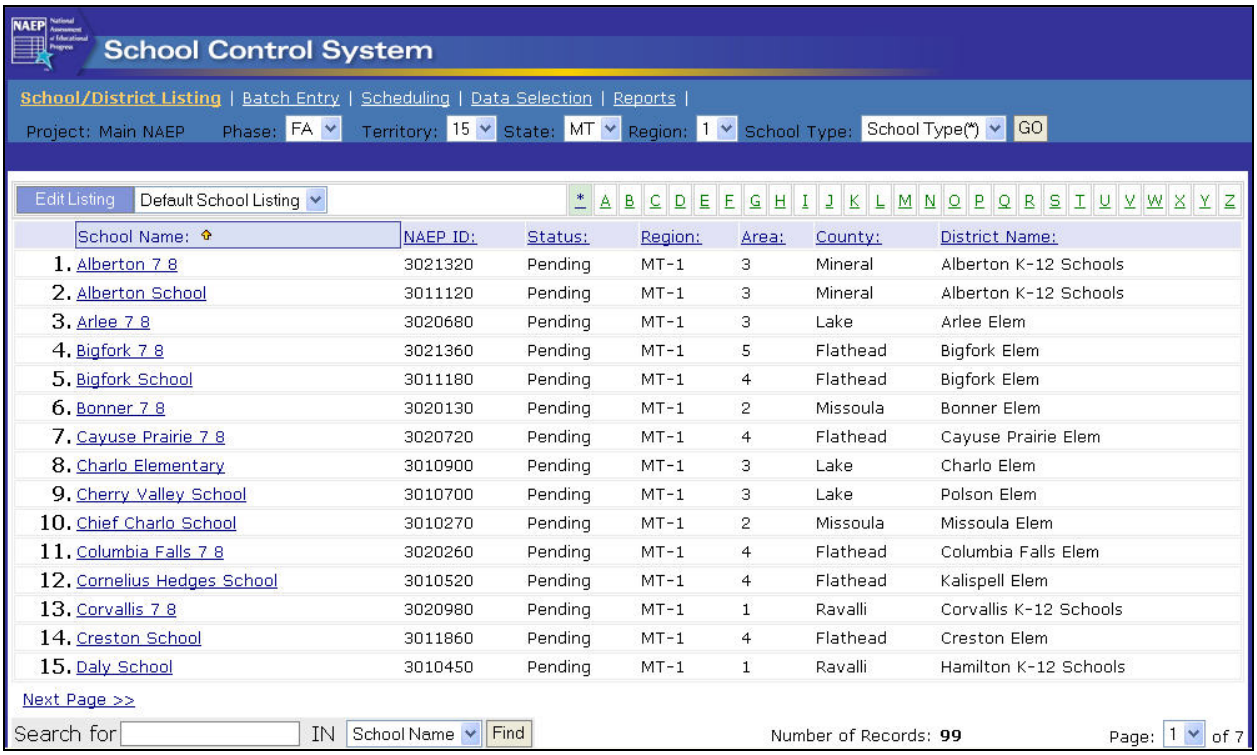
2.6 Selected Schools in the District

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.



Default School Listing

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 School Edit screen is shown below.

School Control System

School/District Listing | Batch Entry | Scheduling | Data Selection | Reports |

School Edit Save Reset

District: Alberton K-12 Schools
Region: MT 1 Area: 3

Search for School ID Find

General | Sampling | Preassm't | Special Studies | Post Assm't | QC

Name: Alberton 7 8
Address: 306 Railroad Ave
Address (cont'd):
City:, State: Zip: Alberton, MT 59820
County: Mineral
Phone: (406) 722-4413 (XXX) XXX-XXXX
Fax: (XXX) XXX-XXXX
Principal: Add
Coordinator: Add
MySchool Registration ID: 300186001007

NAEP ID 3021320 Grade Sampled: 8

Original School (No Substitute Available)

Completed New School Check: Not Answered
School Type Public
Enrollment Estimated: 14 Actual: 0
Status: Pending
Scheduled Assessment Date: 2/20/2007
Scheduled Assessment Time:
Make-up Date: None
Comments:

School Edit Screen, General tab

3.2.1 Search for Another School

In the upper right of the screen is a search field. It is available in each of the School Edit tabs. By entering a school ID in this field, you can quickly go to the same tab for another school.

3.2.2 School Edit Tabs

The School Edit section of the SCS for NAEP 2006 is divided in to 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.

Tab	Data Entry Fields
General	Contact information, assessment 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	Will have a note if the school is selected for a special study. May also contain data entry fields. (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, as 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 that information is out-of-date, such as the school's area code or mailing address, this information should be updated immediately.

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

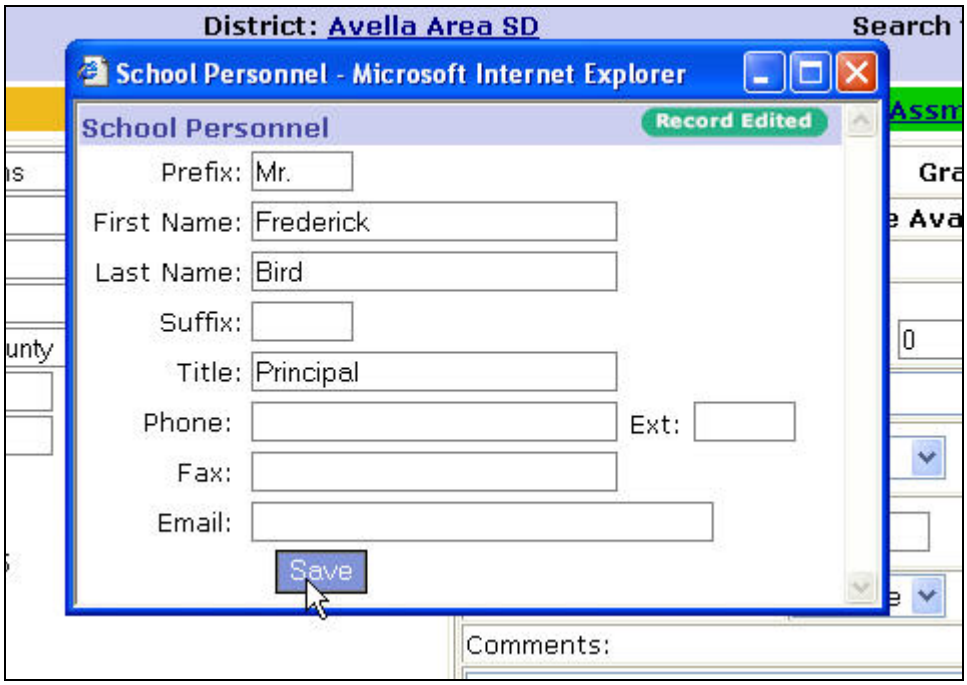
If the school name is not complete you should correct the name so that it is displayed correctly on the MySchool site. Examples of names needing updating are:

- 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 their schools if the name is not displayed.

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

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

After you enter the name of the principal, the field next to Coordinator will display "Select." 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) 356-2216	(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 3021320	**Grade Sampled: 8**
Original School (No Substitute Available)	
Completed New School Check:	Not Answered
School Type	Public
Enrollment Estimated: 14	Actual: 0
Status:	Pending
Scheduled Assessment Date:	2/20/2007
Scheduled Assessment Time:	
Make-up Date:	None
Comments:	

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 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 a school that has been sampled for two or more grades has different principals or coordinators for the grades, contact the Help Desk. The programmers will split the record so that it is possible to enter different contact information for each sampled grade.

The SCS will provide a reminder and a link to the School Edit page for the other sample grade(s) 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 known, 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 if it is not recorded in the SCS. 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:

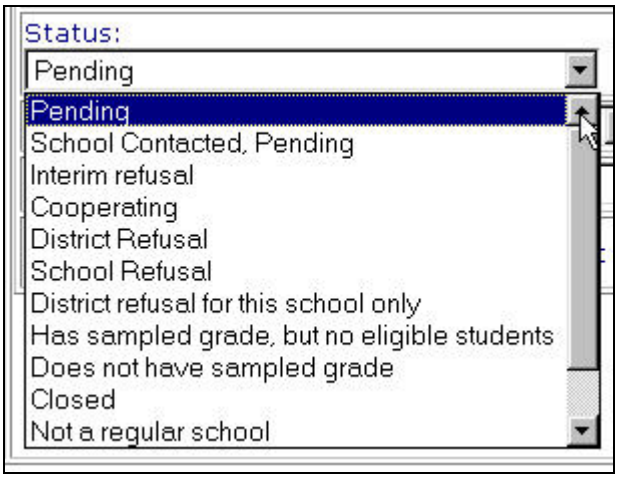
- The 10-day enrollment information
- The 20th day, or
- The first month report.

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 95) 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 3.3.6 and 3.3.7.)

3.3.6 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 From 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

Save Reset Close Print

District: Ga Non-Public Non-Catholic Schools
School: Augusta Preparatory Day Sch
Superintendent: Superintendent Not Found
Grade ID: 1321292
State: GA
Refusal Type: School Refusal

Form Completed by:

Name:

Who made the decision to decline?

Name: Phone:

Title:

Other contacts(if any).

Name: Title:

Name: Title:

Additional School Refusal Information.

Initial Dianne Walsh Letter Sent: Not Answered

Initial Endorsement Letter Sent: Not Answered

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

Refusal conversion letter sent: Not Answered

Follow-up refusal conversion endorsement letter sent: Not Answered

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

Number of supervisors who worked on initial contacts and refusal conversion contacts:

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 to assign this school to another gaining cooperation supervisor for conversion purposes.

Providing the name(s) of the individual(s) you spoke to is important for a follow-up to your contact(s). In the area at the bottom of the form headed "Describe the reasoning behind the refusal and efforts to recruit the school," include any information that you feel might help in converting the school.

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

3.3.7 Ineligible School Form

In general, a school is eligible for 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

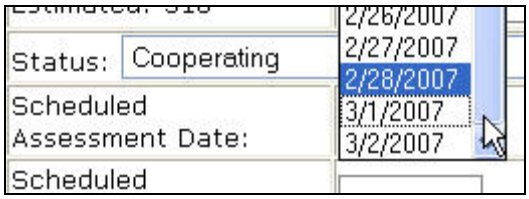
School Form (see Exhibit 2 on page 96) is made available through a link immediately under the status window.

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

Closed schools are considered to be among the ineligible schools and need to have the form completed as well. 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.

3.3.8 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.

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.

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) to be sure that you know exactly what dates are available.

3.3.9 Make-Up Date

After the assessments have been conducted in a school, the AC will calculate a make-up session needs to be held. If a make-up is 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.

3.3.10 Comments

The Comments window is available for you to enter information related to recruiting the school, how to pronounce the principal's name, etc. State Coordinators will also have access to these comments regarding public schools. Thus, it will be possible for you to share information regarding the public schools.

Given the "public" nature of this Comments field, discretion should be taken in the comments that are entered.

3.3.11 Substitute Schools

In some rounds of NAEP and in some substudies, substitute schools are selected in case a school refuses to participate. In NAEP 2007, substitutes will be selected for public grade 12 and all nonpublic schools, if available.

When you change a school's status to a final refusal (District Refusal, School Refusal, or District Refusal for This School Only), the substitute will be activated. The text on the screen will change from "Substitute available" to "Substitute activated" (as shown above) and the ID (which is also a link to the substitute) of the substitute school will be displayed.

NAEP ID 1321292	Grade Sampled: 8
Original School. (Substitute Activated) 4820183	
School Type	Other, Non-Sectarian

Substitute Availability Noted

The name of the original school will be displayed on the substitute's General tab with a link back to its School Edit page to facilitate movement back and forth as necessary.

Name:	San Jacinto Christian Academy
Substitute School (Original = Augusta Preparatory Day Sch 1321292).	
Address:	Po Box 3428
Address (cont'd):	

Name of Original Refusing School

When a substitute is activated, a notice will be sent to the supervisor, field manager, and, when appropriate (for public schools) to the state coordinator to alert you and them.

To help identify them, substitute schools will have NAEP IDs that end in 1 (public grade 12) or 3 (nonpublic).

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 active substitute 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 which would activate 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.

3.4 Sampling Tab

Click on the Sampling tab to view and update the information relating to student sampling.