

# 4

## PREPARING MATERIALS FOR ACS AND SCHOOLS

You will be responsible for assembling and shipping the School Folders to your ACs and the Preassessment Packets to each school in your assignment. This chapter describes the procedures you should follow in order to manage these processes effectively and efficiently.

### 4.1 Overview of Sample Types and Subjects Assessed

Before discussing the preparation of the School Folders and Preassessment Packets, here is an overview of the different samples and subjects/session types that will be included in NAEP 2007. This year, we have three distinct sample types:

- Public Grades 4 and 8 Schools (Alpha sample – operational and pilot subjects)
- Public Grade 12 Schools (Gamma sample – operational and pilot subjects)
- Nonpublic Grades 4, 8, and 12 Schools (Delta sample – operational and pilot subjects)

**All subjects can be assessed in the same session this year.** All of the assessment booklets are structured in such a way that the scripted instructions will apply to all booklet types. For example, a student that is assigned an RE booklet (Grade 8 Reading) can be assessed in the same session as a student assigned an RS booklet (Grade 8 Reading/Math/Writing). An explanation of the session indicators can be seen in the following table.

ID	Type	Subjects	Grade(s)	Schools	Comments
RM	Operational/ Pilot	Reading, math, pilot test (reading and math)	4	Public, Private, and BIA	Only assessment type at grade 4, except for Puerto Rico
RS	Operational/ Pilot	Reading, math, writing, pilot test (reading and math)	8	Public and Private	For states signed on for writing and private schools.
RN*	Operational	Reading, math, writing	8	Public and BIA	For states not signed on for state writing results and BIA schools
RE	Operational	Reading	8	Public & Private	Small Bundle special study
RW	Operational	Writing	12	Public	National sample
WT	Operational	Writing	12	Private	National sample
PR	Puerto Rico operational	Math	4 and 8	Public	Booklets will not be used in any other jurisdiction
PI	Puerto Rico pilot	Math	4 and 8	Public	Booklets will not be used in any other jurisdiction

\* These session types will appear in AK, DC, MD, NE, OR, SD, and BIA schools because these states/jurisdictions opted out of state NAEP writing. One out of 9 students sampled will be assessed in writing for the National NAEP sample.

The complete six-digit session ID number is created using the criteria in the table below.

Session type	Grade	Sequential number within type and grade
XX	XX	XX
See "Session Types" table above.	04 = grade 4 08 = grade 8 12 = grade 12	01-N

For example, session RS0802 is for grade 8, operational/pilot session number 2 of at least 2 sessions in the school.

The NAEP-assigned school ID number is defined in the table below.

State/Other identifier	Grade	Sequence number	Original/Substitute/ Public/Nonpublic
XX	X	XXX	X
State FIPS code (01-72)* (see next table)	1 = grade 4 2 = grade 8 3 = grade 12	001 – 999 sequential within the state and grade	0 = Original public 1 = Substitute public (grade 12 only) 2 = Original private 3 = Substitute private

\* FIPS – Dept. of Commerce, NIST, Federal Information Processing Standard number for states and territories.

For example, a school with NAEP ID **4811010** is in Texas, grade 4, number 101, original sampled public school.

STATE	FIPS	STATE	FIPS
AL	01	PA	42
AK	02	RI	44
AZ	04	SC	45
AR	05	SD	46
CA	06	TN	47
CO	08	TX	48
CT	09	UT	49
DE	10	VT	50
DC	11	VA	51
FL	12	WA	53
GA	13	WV	54
HI	15	WI	55
ID	16	WY	56
IL	17	DoD Int'l	58
IN	18	BIA	59
IA	19	DoD Dom	61
KS	20	PR	72
KY	21		
LA	22		
ME	23		
MD	24		
MA	25		
MI	26		
MN	27		
MS	28		
MO	29		
MT	30		
NE	31		
NV	32		
NH	33		
NJ	34		
NM	35		
NY	36		
NC	37		
ND	38		
OH	39		
OK	40		
OR	41		

## 4.2 Prepare the School Folders

### 4.2.1 Overview of Preparing School Folders

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In November and December 2006, you will prepare the School Folders to be sent to your ACs for each cooperating and pending public and nonpublic school in your region. You will also prepare a School Folder for each of the refusing nonpublic schools, which you will retain in your possession until further notice from the home office. The School Folders are color-coded by grade: grade 4 is blue, grade 8 is green, and grade 12 is yellow. In each folder you will place all of the forms and materials required for completing all aspects of the assessment, from making the initial contact with the school coordinator to documenting the preassessment and assessment visits. The contents for the folders will come from both Westat and Pearson. Some materials will be generic and others will be school-specific.

### 4.2.2 Schedule to Receive School Folder Contents

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The documents for the School Folders that you will receive from Westat or Pearson are listed on the next page along with the source, estimated arrival date to you, and whether the item is generic or school/grade-specific. Other School Folder items that you will be printing yourself are listed in section 4.2.6.

### 4.2.3 Affix the Appropriate Labels to the School Folder

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You will be sent up to four labels from Westat for the School Folder. One label is for the tab of the School Folder and displays the school name and the school ID number which the NAEP warehouse will use to receive the folders at the end of the field period. Place this label on the front of the folder tab so all of the information can be easily read while the folder is closed.

The second label is for the front of the School Folder and displays the:

- Assessment Date,
- School Type (Public or Nonpublic),
- School Name,
- School ID #,
- School Address,
- Principal Name (if recorded in the School Control System [SCS]),
- School Coordinator Name (if recorded in the SCS),
- Telephone Number,
- Fax Number (if recorded in the SCS),
- E-mail Address (if recorded in the SCS), and
- Session Numbers.

## School Folder Documents from Pearson and Westat

Item	Source	Estimated arrival date	Generic or school-/grade-specific
School Visit Report (Grade 12)	Westat	10/24/06	Generic
School Folder	Westat	11/10/06	Grade-specific
School Folder Labels	Westat	11/10/06	School-specific
School Folder Transmittal Form	Westat	11/10/06	Generic
Quality Control Booklet (QCB)	Westat	11/10/06	Generic
New Enrollee Listing Form	Westat	11/10/06	Generic
QCB Label	Westat	12/11/06	School-specific
Original List of All Students in the Grade (E-File Roster)	Westat	12/11/06	School-specific
School Appreciation Certificate	Westat	12/11/06	School-specific
School Certificate Folder	Westat	12/11/06	Generic
School ID Labels (10 per school)	Westat	12/11/06	School-specific
Administration Schedule for each Session			
<ul style="list-style-type: none"> <li>● Preprinted</li> <li>● Blank***</li> </ul>	Pearson	12/20/06	School-specific
	Pearson	12/20/06	Generic
SD/ELL Roster of Questionnaire* (Grade 4 or 8)			
<ul style="list-style-type: none"> <li>● Preprinted</li> <li>● Blank***</li> </ul>	Pearson	12/20/06	School-specific
	Pearson	11/22/06	Generic
School/Teacher Roster of Questionnaire** (Grade 4 or 8)			
<ul style="list-style-type: none"> <li>● Preprinted</li> <li>● Blank***</li> </ul>	Pearson	12/20/06	School-specific
	Pearson	12/20/06	Generic
Grade 12 Roster of Questionnaire*			
<ul style="list-style-type: none"> <li>● Preprinted</li> <li>● Blank***</li> </ul>	Pearson	12/20/06	School-specific
	Pearson	12/20/06	Generic
NIES Linking Form			
<ul style="list-style-type: none"> <li>● Preprinted</li> <li>● Blank***</li> </ul>	Pearson	12/20/06	School-specific
	Pearson	12/20/06	Generic
NIES School Questionnaire	Pearson	12/20/06	School-specific
NIES Teacher Questionnaire	Pearson	12/20/06	School-specific
School Questionnaire (Grade 4 or 8)	Pearson	12/20/06	Generic
Teacher Questionnaire (Grade 4 or 8)	Pearson	12/20/06	Generic
Preprinted white labels for preparing the Student Appreciation Certificates (Grade 8 or 12)	Pearson	12/20/06	School-specific
<p>* SD/ELL and Grade 12 Roster of Questionnaires will be placed in both the School Folders and the Preassessment Packets. Once you have prepared the SD/ELL and Grade 12 Questionnaires and Rosters (see section 4.3), make copies of each of the Rosters for the Preassessment Packet and place the originals in the School Folder.</p> <p>**ACs will be preparing the Grades 4 and 8, and NIES School and Teacher Questionnaires and Rosters. You will insert the original (not prepared) Rosters in the School Folder for the ACs. You will send blank Grades 4 and 8 School and Teacher Questionnaires to each AC in a separate box at the same time you send the prepared School Folders (see section 4.2.9).</p> <p>***You will receive blank Administration Schedules and Rosters for schools that are sampled after 11/26/06.</p>			

Place this label on the left side of the School Folder's front cover in the boxed area containing the instruction "Place label here."

In addition to these two labels, which will be provided for each school (or for each grade if more than one grade is sampled in a school), you will also be sent two other labels—round neon green labels with "ESBQ" printed on them for schools flagged to receive the Extended Student Background Questionnaire (ESBQ), and round hot pink labels with the National Indian Education Study (NIES) logo printed on them for schools flagged for the NIES. Place these labels in the space provided on the top right side of the front of the School Folder.

You can run Data Selection reports from the SCS to identify schools flagged for the ESBQ or NIES (see the *SCS User's Guide* for more information on using data selection). See chapter 7 for more information about the ESBQ and NIES.

In addition to these School Folder labels, you will be sent 10 school-specific labels printed with the school name and ID number to affix to the various documents included in the School Folder.

#### 4.2.4 Record Information on the Front of the School Folder

Record as much school information as possible on the right side of the front of the School Folder, including:

- recording your name (supervisor[s]);
- circling if the school is flagged for the ESBQ or NIES;
- circling the Student List Type (E-File, Fax/Mail, Collected by NAEP State Coordinator); and
- recording the number of questionnaires required for this school (SD, ELL, Teacher, NIES School and NIES Teacher, if applicable).



For public schools, the NAEP State Coordinators should have entered the number of subject area teachers for the sampled grade into the SCS from data collected on the School Data Collection Form. For nonpublic schools, you can get this information from the Nonpublic School Data Collection Form. If this information has not been entered into the SCS for nonpublic schools, enter it at this time (see the *SCS User's Guide*).

**8<sup>th</sup> GRADE NAEP 2007 SCHOOL FOLDER 8<sup>th</sup> GRADE**

<p>PLACE LABEL HERE</p> <p>ASSESSMENT DATE: _____</p> <p>SCHOOL TYPE (circle one): PUBLIC    NONPUBLIC</p> <p>SCHOOL NAME: _____</p> <p>SCHOOL ID#: _____</p> <p>ADDRESS: _____</p> <p>PRINCIPAL: _____</p> <p>SCHOOL COORDINATOR: _____</p> <p>PHONE: _____</p> <p>FAX: _____</p> <p>EMAIL: _____</p> <p>SESSION NUMBERS: _____</p> <p>COMMENTS: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>SUPERVISOR: Please complete the following information before sending to AC:</b></p> <p>SPECIAL STUDIES (circle one): NIES    ES9</p> <p>SUPERVISOR(S): _____</p> <p>STUDENT LIST TYPE (circle one): E-FILE    FAX/MAIL    COLLECTED BY NSC</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 5%;">Qty</th> <th>QUESTIONNAIRES REQUIRED FOR THIS SCHOOL</th> </tr> <tr> <td style="text-align: center;">1</td> <td>SCHOOL Grade 8</td> </tr> <tr> <td>_____</td> <td>SD Questionnaire</td> </tr> <tr> <td>_____</td> <td>ELL Questionnaire</td> </tr> <tr> <td>_____</td> <td>LANGUAGE ARTS TEACHER Grade 8</td> </tr> <tr> <td>_____</td> <td>MATHEMATICS TEACHER Grade 8</td> </tr> <tr> <td>_____</td> <td>NIES SCHOOL Grade 8 (if NIES to be administered)</td> </tr> <tr> <td>_____</td> <td>NIES TEACHER Grade 8 (if NIES to be administered)</td> </tr> </table> <p><b>AC: Please complete this information before sending to supervisor:</b></p> <p>PREESSMENT DATE: _____ TIME: _____</p> <p>MAKEUP REQUIRED (circle one): YES    NO    REFUSED    DATE: _____</p> <p>NUMBER OF REGULAR SESSIONS: _____</p> <p>NUMBER OF SEPARATE ACCOMMODATION SESSIONS: _____</p> <p>NUMBER OF AAS: _____</p>	Qty	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL	1	SCHOOL Grade 8	_____	SD Questionnaire	_____	ELL Questionnaire	_____	LANGUAGE ARTS TEACHER Grade 8	_____	MATHEMATICS TEACHER Grade 8	_____	NIES SCHOOL Grade 8 (if NIES to be administered)	_____	NIES TEACHER Grade 8 (if NIES to be administered)
Qty	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL																
1	SCHOOL Grade 8																
_____	SD Questionnaire																
_____	ELL Questionnaire																
_____	LANGUAGE ARTS TEACHER Grade 8																
_____	MATHEMATICS TEACHER Grade 8																
_____	NIES SCHOOL Grade 8 (if NIES to be administered)																
_____	NIES TEACHER Grade 8 (if NIES to be administered)																

RETURN SHIPMENT TO PEARSON TRACKING		
DATE:	TRACKING NUMBER LABEL:	NOTES:
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____

## 4.2.5 Affix the Appropriate Labels to the Quality Control Booklet (QCB)

Prepare the QCB by affixing the QCB school information label to the front cover. This label displays the following information:

- school ID #,
- region and area,
- assessment date,

- school name and address,
- school telephone number,
- principal name (if recorded in the SCS),
- school coordinator name (if recorded in the SCS),
- school coordinator telephone number, (if recorded in the SCS),
- Session Number(s),
- if the school is flagged for NIES or ESBQ,
- if there is a Student Sampling Summary Report for the school, and
- if the school is identified as take-all.

In addition to the school information label, you will also receive two other labels – round neon green labels for schools flagged to receive the ESBQ and round hot pink labels for schools flagged to receive the NIES. Place these labels in the space provided on the upper-right corner of the front cover of the QCB.

#### 4.2.6 Print the Necessary Forms to be Placed in the School Folder

Some of the materials to be placed in the School Folder will not be sent to you from Westat or Pearson and will need to be printed from the School Data System (SDS) or SCS. Print each of the following materials for each school before assembling the School Folders.

Item	Printed from SDS or SCS?	Estimated Availability Date
Inclusion Worksheet (by school or by session)	SDS	12/11/06
Student Sampling Summary Report	SCS	12/11/06
Instructions for Sampling New Enrollees <ul style="list-style-type: none"> <li>• E-Sampled Schools</li> <li>• SDS-Sampled Schools</li> </ul>	SDS	12/11/06 After SDS data for each school is transmitted
Field Sampling Line Numbers <ul style="list-style-type: none"> <li>• E-Sampled Schools</li> <li>• SDS-Sampled Schools</li> </ul>	SDS	12/11/06 After SDS data for each school is transmitted
Student Booklet labels (for schools sampled after 11/26/06)	SDS	After SDS data for each school is transmitted



Some supervisors include a list of sampled students printed by session in the School Folder for ACs to give to schools with the Teacher Notification Letter. If you want to provide such a list, be sure it includes only the student names with no demographic information. This type of list is available from the SDS. See Appendix I (*SDS User’s Guide*) for more information about printing student lists from the SDS.

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## 4.2.7 Place Forms and Materials in the School Folder and Prepare the School Folder Transmittal Form

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Involving the help of your ACs in the School Folder assembly process is discussed below in section 4.4. Each item required for the School Folder is listed below:

- School Folder Transmittal Form;
- QCB (with label attached);
- Original Administration Schedule for each session;
- Preprinted Inclusion Worksheet (printed from SDS after student files are downloaded);
- Original Rosters of Questionnaires (School/Teacher and SD/ELL);
- NIES Linking Form (if applicable);
- NIES School Questionnaire (if applicable);
- NIES Teacher Questionnaires (if applicable)\*;
- Instructions for Sampling New Enrollees;
- New Enrollee Listing Form;
- Original List of All Students in the Grade (E-File Roster);
- Field Sampling Line Numbers;
- Student Sampling Summary Report (if applicable);
- School Certificate of Appreciation (in the certificate folder);
- Grade 12 School Visit Report (if applicable);
- Preassessment Packet FedEx Airbill Receipt (for AC to track Preassessment Packet)
- Preprinted white labels for preparing Student Appreciation Certificates (if Grade 8 or 12);
- Student Booklet Labels (for schools sampled after 11/26/06); and
- Nonpublic School Recruitment Documents, if applicable (listed below in Section 4.2.8)

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\* Include two NIES Teacher Questionnaires for each student listed on the NIES Linking Form, up to 10 questionnaires total.

As you insert each item into the School Folder, you should initial the appropriate column on the School Folder Transmittal Form (see Exhibit 4-1) indicating that the item is in the folder. Record the school name and the school ID number on the yellow of the transmittal, and then tear off the yellow copy to keep for your records. Place the remaining copies of the transmittal form on top of the materials in the School Folder.

Exhibit 4-1. School Folder Transmittal Form

School Folder Transmittal Form		
School Name: _____	ID #: _____	
<b>Supervisor: Be sure the following documents are in this School Folder before delivering it to the AC in December</b>	<b>Initial EACH ROW to indicate document is enclosed</b>	<b>Comments</b>
Quality Control Booklet with label attached		
Original Administration Schedule for each session		
Preprinted Inclusion Worksheet		
<b>If Grade 4 or 8, SD/ELL Roster of Questionnaires (if applicable)</b>		
<b>If Grade 4 or 8, Original School/Teacher Roster of Questionnaires</b>		
<b>If Grade 12, Original School/SD/ELL Roster of Questionnaires</b>		
<b>If NIES, NIES Linking Form</b>		
<b>If NIES, NIES School Questionnaire (Grade 4 or 8)</b>		
<b>If NIES, NIES Teacher Questionnaire(s) (Grade 4 or 8)</b>		
Instructions for Sampling New Enrollees		
New Enrollee Listing Form		
Original List of All Students in the Grade Submitted for Sampling		
Field Sampling Line Numbers, if applicable		
Student Sampling Summary Report, if applicable		
School Certificate of Appreciation and Folder		
<b>If Grade 12, School Visit Report</b>		
Preassessment Packet FedEx Airbill Receipt		
<b>If Grade 8 or 12: White name labels provided by Pearson for use on the Student Certificates</b>		
Student Booklet ID labels (if sampled after 11/26)		
Nonpublic School Recruitment Documents, if applicable		
<b>Assessment Coordinator: Be sure the following documents are in this School Folder before delivering it to the Supervisor after the assessment</b>	<b>Initial EACH ROW to indicate document is enclosed</b>	<b>Comments</b>
Completed Quality Control Booklet		
Photocopy of each Administration Schedule (without names)		
<b>Grade 4 or 8, Photocopy of the SD/ELL Roster (without names) (if applicable)</b>		
<b>Grade 4 or 8, Photocopy of the School/Teacher Roster (without names)</b>		
<b>Grade 12, Photocopy of the School/SD/ELL Roster (without names)</b>		
Inclusion Worksheet (without names)		
Dated Parent Notification Letter sent by school		
Instructions for Sampling New Enrollees		
Student Sampling Summary Report, if applicable		
<b>If Grade 12, School Visit Report</b>		
Signed Teacher Observer Letters (if applicable)		
Signed Accommodation Teacher Letter (if applicable)		
<b>If NIES, NIES Linking Document (without names), if applicable</b>		
Completed Session Debriefing Forms (one per session)		
Field Sampling Line Numbers, if applicable		
Nonpublic School Recruitment Documents, if applicable		
<b>Supervisor: Be sure all documents above are included before final shipment to your Field Manager. Include the following materials if applicable.</b>	<b>Initial to verify School Folder contains all required documents</b>	<b>Comments</b>
Telephone Follow up QC Form, if applicable		
In-Person Observation Form, if applicable		
SD/ELL Summary Form		
<b>Field Manager: Be sure all AC and Supervisor documents above are included before final shipment to Westat.</b>	<b>Initial to verify School Folder contains all required documents</b>	<b>Comments</b>
I reviewed this School Folder and verify that all the information above is included.		

WHITE: WESTAT      GREEN: FIELD MANAGER      YELLOW: SUPERVISOR      PINK: AC      BLUE: SUPERVISOR

9/19/2006

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## 4.2.8 School Folder Materials for Nonpublic Schools

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You will receive from the gaining cooperation supervisor a School Folder for each nonpublic school in your region (pending, cooperating, or refusal). These folders will already have the labels affixed to the tabs and some information recorded on the front cover. You will be responsible for affixing the school information label and the NIES label, if applicable, and adding each of the documents listed above. Inside the folder you should also find the following forms:

- Record of Contact(s) (ROC) – Diocese/School,
- School Data Collection Form,
- Diocese Data Collection Form (if applicable),
- Nonpublic School Survey Form (if applicable),
- Ineligible School Form (if applicable),
- Special Situation Form (if applicable), and
- Refusal Form (if applicable).

## 4.2.9 Ship the School Folders, and Grades 4 and 8 School and Teacher Questionnaires to ACs

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On December 27, 2006, you will be shipping the School Folders for each pending and cooperating public and nonpublic school to the ACs via FedEx. You will keep the School Folders for refusing nonpublic schools until further notice from the home office. The School Folders for each AC should fit into a medium FedEx box.



You will also prepare one extra, generic, NIES Packet (discussed below in section 4.3.8) to include in each package of School Folders you send to your ACs.

In addition, you will be sending to the ACs the Grade 4 and 8 School and Teacher Questionnaires you received from Pearson. ACs will be preparing these questionnaires and the rosters (that you inserted in the School Folders) and bringing them to the schools at the preassessment visit. Questionnaires should be sent in a separate box from the School Folders. Insert the appropriate number of questionnaires that each AC will need for the number of Grades 4 and 8 schools and teachers they have. Divide any remaining questionnaires evenly among the ACs.

The materials should be sent to your ACs using “FedEx Two Day.” The packaging should be “FedEx Box,” and the payment should be “Third Party.” Westat’s FedEx code: 1290-1574-8 will already be preprinted on the labels. Enter the project number 7707.07.52.08 in Section 2 for the Internal Billing Reference number. The package containing the School Folders must be signed for by the AC. Check off the “Direct Signature” box. The package containing the School and Teacher Questionnaires does not need to be signed for.

### 4.3 Prepare the Preassessment Packets for Schools

#### 4.3.1 Overview of Preparing Preassessment Packets

In addition to a School Folder, you will also be responsible for preparing a Preassessment Packet for each cooperating school in your assignment that you will send via FedEx to the school coordinator on December 29, 2006. It will contain the materials the school coordinator will use to prepare for the preassessment visit.

By December 20, 2006 you will have all of the materials necessary to prepare the packets.

## 4.3.2 Preassessment Packet Contents

The contents of the Preassessment Packets are listed below along with the source, estimated arrival date, and whether the item is generic or school-specific. Please note that two of the items are to be printed by you from the SDS (the SD/ELL Questionnaire Labels and the Student Information Report). You will also need to make a copy of the Grade 12 Roster of Questionnaires and the SD/ELL Roster of Questionnaires before placing the originals in the School Folder (see section 4.2).

### Preassessment Packet Contents

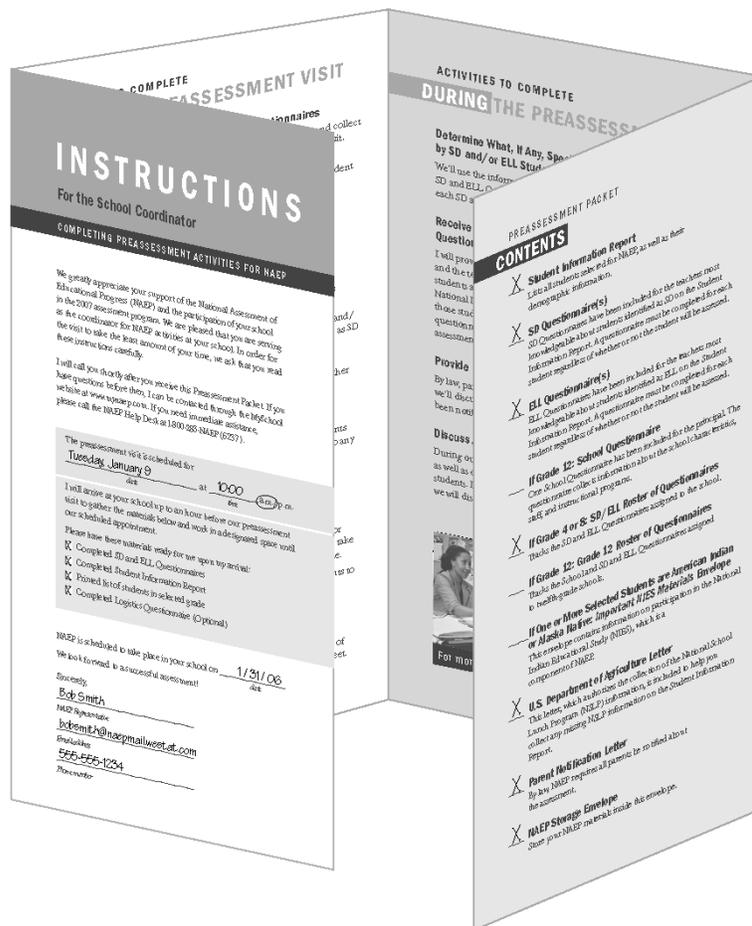
Item	Source	Estimated arrival date	Generic or school-specific
Instructions for the School Coordinator Brochure	Westat	11/10/06	Generic
U.S. Department of Agriculture Letter	Westat	11/10/06	Generic
NAEP Storage Envelope	Westat	11/10/06	Generic
“Important NAEP Materials” Label	Westat	11/10/06	Generic
Parent Notification Letter – for nonpublic schools*	Westat	11/10/06	Generic
Logistics Questionnaire	Westat	11/10/06	Generic
SD/ELL Questionnaire Labels	Printed by supervisor from SDS***	12/11/06	School-specific
Student Information Report (one per session)	Printed by supervisor from SDS***	12/11/06	School-specific
Grade 12 Roster of Questionnaires (copy – keep original in School Folder)**	Pearson	12/20/06	School-specific
SD/ELL Roster of Questionnaires (copy – keep original in School Folder)**	Pearson	12/20/06	School-specific
SD and ELL Questionnaires	Pearson	11/22/06	Generic
Grade 12 School Questionnaires	Pearson	12/20/06	School-specific
NIES Packet (if applicable):			
• NIES Envelope	Westat	11/10/06	Generic
• NIES Cover Letter	Westat	11/10/06	Generic
• NIES Brochure	Westat	11/10/06	Generic
• NIES Linking Form	Pearson	12/20/06	School-specific
* You will download and print the correct parent notification letter for public schools from the MySchool website, Step 3.			
** The original SD/ELL and Grade 12 Rosters will arrive by 12/20/06 from Pearson. Once you prepare the Rosters, you will need to make a copy to include in the Preassessment Packet. The original prepared Roster should be kept in the School Folder.			
***Do not print the SD/ELL labels or the Student Information Reports until the student files have been downloaded to your SDS.			

### 4.3.3 Prepare the Instructions for the School Coordinator Brochure

This is the brochure that goes on top of the Preassessment Packet and explains what the school coordinator should do with the contents of the packet. On the front cover of the brochure, write in the date and time of the preassessment visit as entered in the SCS. This should be the time that the AC will actually be meeting with the school coordinator, not the time they will be arriving at the school to gather necessary materials. Next, you will check off the appropriate boxes indicating which materials the school coordinator will need to have ready for the AC at the preassessment visit. Then, enter the date the assessment is scheduled to be conducted in that school. Finally, you will need to legibly print the name of the correct AC on the “NAEP Representative” line (do not sign the AC’s name) and fill in his/her e-mail address and telephone number. On the inside of the brochure is a list of the contents in the Preassessment Packet, which you will check off as you add each document to the packet. This procedure is discussed in 4.3.9.



You will need to consult the SCS (Preassm’t tab under the section labeled “Preassessment Visit”) to obtain the date and time of each preassessment visit that has been scheduled by the AC, as well as the current assessment date (General tab). All preassessment visits should be scheduled and entered in the SCS by December 22, 2006 (see the *SCS User’s Guide*).



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### 4.3.4 Obtain the Appropriate Parent Letter for Public Schools From the MySchool Website

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NAEP State Coordinators have posted the appropriate parent notification letter to be used by each of their sampled schools in Step 2 of the MySchool website. In some states, the schools can modify the Sample Parent Notification Letter provided by the NAEP State Service Center. In other states, the state has prepared a state-specific letter that the schools must use without modification. It's important that you include the correct letter in each school's Preassessment Packet.

The appropriate letters are posted in Step 2 of MySchool. Go to MySchool and access one of the sampled schools in your assignment from a particular state. From Step 2, download the letter posted for that school. You can make copies of that letter to include in the Preassessment Packets for each school in that state.

### 4.3.5 Prepare the SD and/or ELL Questionnaires

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For each student identified as SD and/or ELL on the Inclusion Worksheet, you will prepare an SD and/or an ELL Questionnaire. To prepare each questionnaire, you will print a set of SD/ELL labels for each school from the SDS using the removable labels (Avery 5160) found in your Westat bulk supplies. Do not print these labels until the student data has been downloaded to your SDS. The labels display the following information:

- the student's name,
- the school ID number,
- the student's session ID,
- the student's Line Number,
- the student's month and year of birth,
- the student's sex,
- the student's assigned NAEP subject,
- the student's NAEP booklet ID #, and
- the student's classification as SD and/or ELL.

You will place the label on the cover of the SD and/or ELL Questionnaire (two copies of the label will print if the student is both SD and ELL) and then enter the following information on each questionnaire cover:

- the school ID number,
- the NAEP subject to be assessed,
- the Student booklet Number,
- the Session Number,
- the Administration Schedule line number, and
- the student's demographic information, including birth date and sex.

#### **4.3.6 Prepare the SD and/or ELL Roster of Questionnaires**

The SD/ELL Roster for each grade 4 and 8 school sampled before November 26, 2006 will be preprinted with the following information:

- school ID number,
- school name and city/state,
- student(s) name,
- Session Number/line number (right of the perforation), and
- original booklet ID number (from column **N** on the Administration Schedule).

You will also receive blank SD and/or ELL Rosters in your bulk supplies, which you will use to prepare for schools that were sampled after November 26, 2006.

Prepare the SD and/or ELL Roster by recording the corresponding SD and/or ELL Questionnaire ID # for each prepared questionnaire in the spaces provided. If a student is assigned both an SD and an ELL Questionnaire, that student should be listed twice on the Roster.

Also, complete the "Page \_\_\_\_ of \_\_\_\_" section in the upper-right corner of each SD/ELL Roster for the school.

See Exhibit 4-2 for an example of how to prepare the SD and/or ELL Questionnaires and Roster of Questionnaires.

Finally, make a copy of both sides of each SD and/or ELL Roster, insert the original Roster(s) in the School Folder and the copies in the Preassessment Packet for the school.

# Exhibit 4-2. Preparing SD and/or ELL Questionnaires and Roster of Questionnaires

**NAEP National**  
Teacher of SUSAN ALTO  
122 122 1 R 50901 02  
2/19/03 Female SD  
1 10 054006 9 M

**2007 Student with Disabilities (SD) Questionnaire**

SCHDL # 1221221

Student Booklet ID 1100540069

Student Demographic Information

981-002537-7

NAEP National Assessment of Educational Progress

NAEP 2007 SD and/or ELL Roster Grade 4/8

SCHOOL # 1221221

SCHOOL NAME: Dixon Middle School  
CITY/STATE: Oakland, IL

This form must be completed in No. 2 pencil.

SD or ELL Questionnaire	SD or ELL Questionnaire	SD or ELL Questionnaire	Related	Related
Examinee ID (Student Name)	Original Student Booklet ID # (Column 10 of Student Booklet)	SD or ELL Questionnaire ID # (Column 20 of SD or ELL Booklet)	Yes	No
Susan Alto	110 054006 9	99-1-002537-7	<input type="checkbox"/>	<input type="checkbox"/>

**NAEP National**  
Teacher of SUSAN ALTO  
122 122 1 R 50901 02  
2/19/03 Female SD  
1 10 054006 9 M

**2007 Student with Disabilities (SD) Questionnaire**

SCHDL # 1221221

Student Booklet ID 1100540069

Student Demographic Information

981-002537-7

NAEP National Assessment of Educational Progress

NAEP 2007 Administration Schedule

SCHOOL # 1221221

SCHOOL NAME: Dixon Middle School  
CITY/STATE: Oakland, IL

This form must be completed in No. 2 pencil.

Student Name	Grade	Sex	Original Student Booklet ID #	SD or ELL Questionnaire ID #	Related	Related
Abdo, Mark	101	M	04 9 3 1 1 1 2 2 2	024 00293 4	<input type="checkbox"/>	<input type="checkbox"/>
Alto, Susan	101	M	0 2 9 3 2 3 1 1 2 2	110 054006 9	<input type="checkbox"/>	<input type="checkbox"/>
Baker, Tim	101	W	0 6 9 2 1 1 1 2 2 2	222 00241 1	<input type="checkbox"/>	<input type="checkbox"/>
Boschick, Carol	101	R	1 0 9 2 2 1 1 2 2 2	025 00043 8	<input type="checkbox"/>	<input type="checkbox"/>
Burns, Kimberly	101	M	1 1 9 2 2 2 2 1 1 2 2	111 00692 1	<input type="checkbox"/>	<input type="checkbox"/>
Coleman, April	232	W	0 9 9 2 2 5 1 2 2 2	223 00841 2	<input type="checkbox"/>	<input type="checkbox"/>
Cruz, Marisol	232	R	0 1 9 3 2 3 3 2 1 2 2	026 04356 2	<input type="checkbox"/>	<input type="checkbox"/>
Davis, Tyrone	232	M	0 5 9 2 1 2 1 2 2 2	112 00301 1	<input type="checkbox"/>	<input type="checkbox"/>
Dempsey, Julia	232	W	0 7 9 2 2 2 1 2 2 2	224 21001 3	<input type="checkbox"/>	<input type="checkbox"/>
Fairchild, Michael	110	R	0 9 9 2 1 1 1 1 2 2 2	027 21001 5	<input type="checkbox"/>	<input type="checkbox"/>
Guzman, Pedro	110	M	1 2 9 2 1 3 2 2 1 2	113 07201 2	<input type="checkbox"/>	<input type="checkbox"/>
Kwon, Sang	110	W	1 0 9 2 1 4 1 2 1 2 2	225 00247 7	<input type="checkbox"/>	<input type="checkbox"/>
Lipsky, Daniel	110	R	0 6 9 2 1 1 1 2 2 2	028 00031 9	<input type="checkbox"/>	<input type="checkbox"/>
Lundy, Christina	110	M	0 2 9 3 2 1 1 1 2 2	114 07206 0	<input type="checkbox"/>	<input type="checkbox"/>
Masters, Tina	252	W	1 0 9 2 2 5 1 2 2 2	226 07206 5	<input type="checkbox"/>	<input type="checkbox"/>

### 4.3.7 Prepare the Grade 12 School Questionnaire and Grade 12 Roster of Questionnaires

Since there are no Grade 12 Teacher Questionnaires, you will prepare a Grade 12 School Questionnaire and send it with any required prepared SD and/or ELL Questionnaires to each grade 12 school along with the Grade 12 Roster of Questionnaires in the Preassessment Packet.

To prepare each Grade 12 School Questionnaire cover, you will:

- Write the school ID number in the box labeled **School #**.
- Fill out the information for completing the booklet online and the date the questionnaire needs to be returned to the school coordinator (usually a day before the assessment).
- Place a blank removable label in the upper-left corner of the cover.
- Write the principal's name on the label, if known.

The Grade 12 Roster of Questionnaires contains space to track both the School Questionnaire and each SD and ELL Questionnaire required for the school. The Grade 12 Roster of Questionnaires will be preprinted with the following information:

- school ID number,
- school name and city/state,
- student name(s) (each student identified as SD or ELL),
- Session Number/line number (right of the perforation), and
- Original Booklet ID # (from column **N** on the Administration Schedule).

You will also receive blank Grade 12 Rosters that you will use to prepare for schools that were sampled after November 26, 2006.

Prepare the Grade 12 Roster of Questionnaires by recording the following:

- School Questionnaire ID #,
- the name of the principal to whom the School Questionnaire will be distributed (if known),
- the corresponding SD and/or ELL Questionnaire ID # for each prepared questionnaire in the spaces provided.

If a student is assigned both an SD and an ELL Questionnaire, that student should be listed twice on the Roster.

Also, complete the “Page \_\_\_\_ of \_\_\_\_” section in the upper-right corner of each Grade 12 Roster for the school.

See Exhibit 4-3 for an example of how to prepare the Grade 12 School Questionnaires and Roster of Questionnaires.

Finally, make a copy of both sides of each Grade 12 Roster, insert the original Roster(s) in the School Folder and the copies in the Preassessment Packet for the school.

**Exhibit 4-3. Preparing Grade 12 School Questionnaires and Roster of Questionnaires**

**National School Questionnaire**  
 Mr. Maxwell 07  
 Je 12 (School Characteristics and Policies) Q-600

Please complete the questionnaire by 2/23. Indicate how you complete this questionnaire.

Complete the questionnaire online (preferred) at the NAEP website or go to <http://www.naep.org>. At the login screen, begin by keying in the information:  
 Year 7-digit School ID Number: 1031031  
 Year 10-digit Booklet ID #

-OR-

Use a #2 pencil to complete this questionnaire and return it to the school coordinator.

961-025181-2

DO NOT USE ADMIN USE ONLY

**NAEP 2007 National Assessment of Educational Progress**  
 Grade 12 Roster of Questionnaires (School and SD/ELL Questionnaire Tracking Form)

SCHOOL # 1031031  
 Page 1 of 1

I. School Questionnaire		I. School Questionnaire		Returned		SCHOOL NAME: Columbia High Sch	
Distributed to: Mr. Maxwell		Questionnaire ID # (Barcode ID # on Cover) 961-025181-2		Yes	No	Other	CITY/STATE: Harrison, OH
SD or ELL Questionnaire		SD or ELL Questionnaire		Returned		Need Coordinator Instructions for Distributing and Collecting Questionnaires	
Distributed To (Last Name)	Teacher #	Original School Questionnaire	SD or ELL Questionnaire ID #	Yes	No		

### 4.3.8 Prepare the NIES Packet, If Applicable



Each school that is flagged as NIES will receive a special NIES Packet in their Preassessment Packet.



NIES schools can be identified by running a Data Selection report in the SCS, or by looking at the Administration Schedules and checking the Race/Ethnicity column (column **G**) for a code 5, American Indian or Alaskan Native (see the *SCS User's Guide*).

To create this packet, insert the NIES cover letter, the NIES brochure, and the applicable school's NIES Linking Form into the NIES envelope labeled "Important NIES Materials." The NIES documents can be seen in Appendix E.

In addition, you will prepare one generic NIES Packet to send to each AC with their School Folders. This packet will be used for schools in which the AC identifies one or more AI/AN students, thus causing the school to become an "NIES" school. This can happen in two situations:

- The school coordinator updates one or more students' race/ethnicity to AI/AN; or
- AI/AN students(s) are added during the new enrollee procedure.

The generic packet should contain:

- 1 NIES Cover Letter
- 1 NIES Brochure
- 1 blank NIES Linking Form (will arrive with the Administration Schedules from Pearson)
- 1 NIES School Questionnaire
- 2 Grade 4 NIES Teacher Questionnaires
- 2 Grade 8 NIES Teacher Questionnaires



### 4.3.9 Preparing the Preassessment Packet

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As you put together each Preassessment Packet, use the list inside the school coordinator brochure as a reference. As you place each item in the FedEx box, put a check mark next to that item on the list in the brochure. Not all schools will receive each of the documents listed, and this will help school coordinators know which documents they should have received in the packet. Below is a list of the Preassessment Packet documents, in the order in which they should be placed in the FedEx box. Each of these documents can be seen in Appendix E.

- Instructions to the School Coordinator Brochure
- Student Information Report
- SD Questionnaires, if applicable
- ELL Questionnaires, if applicable
- Grade 12 School Questionnaire, if applicable
- Copy of Grade 4 or 8 SD/ELL Roster of Questionnaires, if applicable
- Copy of Grade 12 Roster of Questionnaires, if applicable
- NIES Packet, if applicable
- U.S. Department of Agriculture Letter
- Parent Notification Letter (downloaded from MySchool)
- Logistics Questionnaire
- NAEP Storage Envelope

### 4.3.10 Ship Preassessment Packets to Schools

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On December 29, 2006, you will be shipping the Preassessment Packets to the schools via FedEx. Each packet should fit in a small FedEx box. These boxes can be ordered directly from FedEx (1-800-GO-FEDEX or FedEx.com).

The Preassessment Packets should be sent using “FedEx Priority Overnight.” The packaging should be “FedEx Box.” The payment should be “Third Party.” Westat’s FedEx code: 1290-1574-8 will be preprinted on the labels. Enter the project number 7707.07.52.08 in Section 2 for the Internal Billing Reference number. The Preassessment Packet must be signed for by the school coordinator. Check off the “Direct Signature” box.

For the materials that are sent to the schools, you will receive bright neon labels that say "Important NAEP Materials" that can be affixed to the outside of the FedEx box. Be sure to save the sender's copy with the FedEx tracking numbers and put them in the School Folders to be sent to the ACs.

All prepared Preassessment Packets should be shipped to the schools on December 29, 2006 for receipt on January 2, 2007. If you have information that any schools in your assignment will not be in session on January 2, 2007, you should hold the Preassessment Packet and ship it for receipt on the first day the school is in session after the winter break.

**FedEx US Airbill Express** Tracking Number: 826453831247

**1 From** Please print and print here! Sender's FedEx Account Number  
 Date: 12/29/07  
 Sender's Name: Supervisor Phone: 655.212-0000  
 Company:  
 Address: 123 Elm St.  
 City: Anytown State: KY ZIP: 01010

**2 Your Internal Billing Reference** 7707.07.52.08

**3 To** Recipient's Name: School Coordinator Phone: 655.314-8000  
 Company: Anytown Elementary School  
 Recipient's Address: 296 Park St.  
 City: Anytown State: KY ZIP: 01010

0331523351

**4a Express Package Service**  
 FedEx Priority Overnight  
 FedEx 2Day  
 FedEx Standard Overnight  
 FedEx Express Saver

**4b Express Freight Service**  
 FedEx 1Day Freight  
 FedEx 2Day Freight

**5 Packaging**  
 FedEx Envelope\*  
 FedEx Pak\*  
 FedEx Tube  
 Other

**6 Special Handling**  
 SATURDAY Delivery  
 HOLD Weekday at FedEx Location  
 HOLD Saturday at FedEx Location

**7 Payment** Bill to:  
 Sender  
 Recipient  
 Third Party  
 Credit Card  
 Cash/Check

FedEx Acct. No. 1290-1574-8  
 Total Packages: Total Weight: Total Declared Value: \$ .00

**8 NEW Residential Delivery Signature Options**  
 No Signature  
 Direct Signature  
 Indirect Signature

519



Once you have shipped the Preassessment Packets, you will need to enter the date each package was shipped in the SCS (Preassm't tab in the School Packet Sent field (see the *SCS User's Guide*).

## 4.4 Assemble the School Folders and Preassessment Packets

### 4.4.1 Determine Where You Will Assemble the School Folders and Preassessment Packets

By December 20, 2006, you will have received everything you need to complete the School Folders and Preassessment Packets. During January, supervisors must be available to attend AA training sessions for their region; therefore, it is essential that all of the Preassessment Packets be assembled and ready to mail by December 29, 2006 (3 weeks before January 22, the first day of the assessments). Meeting this deadline may require the

assistance of ACs and a carefully thought out method of organization. We recommend that you assemble the folders and packets in stages as materials are available. ACs are available to help with assembling the School Folders and Preassessment Packets after AC training (December 5 and December 11, 2006) until December 29, 2006. However, you should be aware that during December, ACs will be conducting their preassessment scheduling calls and possibly attending one AA training. After December 29, 2006 they must attend to their AC preassessment responsibilities and will not be available to assist supervisors. It is the supervisor's responsibility to oversee the preparation and shipment of School Folders and Preassessment Packets. **These materials should not be sent to ACs for assembling and shipping.**

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

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

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

You will receive an office allowance of \$150 in December only for receiving the materials and organizing the School Folder and Preassessment Packet materials. You should list this allowance as an expense on the first Time & Expense (T&E) report you submit in December. See chapter 10 for more information on completing T&Es.

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## 4.4.2 Organize the Assembly Task

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



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

Although you will want to involve your ACs as much as is feasible in the School Folder and Preassessment Packet assembly process, we don't want ACs to travel to assemble FedEx boxes or to label School Folders – this does not help them understand NAEP. You can, however, bring on some ACs and/or AAs early and have them aid in getting the Preassessment Packets ready for the big assembly. You are encouraged to hire local ACs and/or AAs to complete these preliminary tasks. The more you can include your ACs in these preassessment activities, the more they will learn and become comfortable with all the materials. It will also give you a chance to observe their work and evaluate their understanding of the process. Our goal is to provide ACs as much knowledge as possible so they can fulfill their responsibilities when working at the schools.

## Chapter 4 Summary

Now that you have completed this chapter, you should know

- how to prepare the School Folder,
- how to prepare the Quality Control Booklet (QCB),
- which forms and materials go in the School Folder,
- when and how to ship the School Folders and School and Teacher Questionnaires to ACs,
- how to prepare the School Coordinator Brochure,
- how to use the MySchool website to obtain the Parent Notification Letter,

- how to prepare SD and ELL Questionnaires,
- how to prepare the SD and/or ELL Roster of Questionnaires,
- how to prepare the Grade 12 School Questionnaires and the Grade 12 Roster of Questionnaires,
- how to prepare the NIES Packet,
- how to use the School Coordinator Brochure as you are assembling the Preassessment Packets,
- when and how to ship the Preassessment Packets to the schools, and
- how to organize and determine where you will assemble the School Folders and Preassessment Packets.