

A

APPENDIX A. NAGB POLICIES

The following are NAGB Policies for:

- Notifying Parents;
- Filing Complaints; and
- Providing Access to Test Materials



Adopted: August 3, 2002

National Assessment Governing Board

Policy Statement on Informing Parents About Participation in NAEP

INTRODUCTION

The No Child Left Behind Act (P.L. 107-110) provides that student participation in the National Assessment of Educational Progress shall be voluntary, and the law contains the following section:

“STUDENT PARTICIPATION—Parents of children selected to participate in any [NAEP] assessment authorized under this section shall be informed before the administration of any authorized assessment that their child may be excused from participation for any reason, is not required to finish any authorized assessment, and is not required to answer any test question.”

However, the legislation also requires all states and school districts to provide assurances that they will participate in the National Assessment in reading and mathematics at grades four and eight, starting in 2003, as a condition for receiving Title I federal aid.

To implement the provision on parental notification, the National Assessment Governing Board hereby adopts the following:

GUIDING PRINCIPLES

1. The National Center for Education Statistics will assist schools, school districts, and states in notifying the parents of students selected for NAEP samples about the “opt out” provision in federal law. The manner of such notification shall be determined by the state, district, or school in which the students are enrolled.
2. NCES will provide brief explanatory information about the nature and importance of NAEP to accompany the notice to parents.

-
3. NCES will prepare and disseminate more detailed information on NAEP that is specifically designed for parents and the public. Such information shall be available in pamphlets and brochures and on the Internet.

The Governing Board shall monitor implementation of this policy. The Board will review relevant procedures and materials prepared by the National Center for Education Statistics.

Adopted: May 18, 2002



National Assessment Governing Board

Policies and Procedures for Complaints Related to the National Assessment of Educational Progress

Policy Statement

The Governing Board views parents, students, representatives of participating states and schools, and members of the public as primary producers and consumers of National Assessment of Educational Progress (NAEP) data. As such, their experience with the National Assessment is of utmost concern and an important source of information for its continual improvement. It shall be the policy of the National Assessment Governing Board to respond promptly to written complaints about the National Assessment of Educational Progress submitted to the Governing Board. The Governing Board intends the process of handling complaints to be a means both of answering complaints that have been submitted and of enhancing the quality, integrity, and service orientation of the National Assessment.

Related Governing Board Policy: Policy Statement on Public Access to Test Questions and Instruments of the National Assessment, Adopted May 18, 2002.

INTRODUCTION

The National Assessment of Educational Progress (NAEP) legislation provides parents and members of the public the right to view, under secure conditions, all NAEP data, questions, and test instruments (Section 411(c)). The Governing Board has approved a Policy Statement on Public Access to Test Questions and Instruments of the National Assessment, which is referenced herein.

The same section of the legislation also provides parents and members of the public the right to submit complaints to the National Assessment Governing Board about procedures or test questions.

“Parents and members of the public may submit written complaints to the National Assessment Governing Board... [The Board], in consultation with the Commissioner [of the National Center for Education Statistics (NCES)], shall review such complaints and

determine whether revisions are necessary and appropriate. As determined by such review, the Board shall revise, as necessary and appropriate, the procedures or assessment items that have generated the complaint and respond to the individual submitting the complaint, with a copy of such response provided to the Secretary, not later than 30 days after so acting.”

The NAEP legislation explicitly extends to representatives of state or local educational agencies and chief state school officers the right to submit complaints about the National Assessment to the Governing Board (Section 411(d)(4)).

The legislation gives the responsibility for addressing complaints about NAEP to the National Assessment Governing Board. The purpose of this document is to provide policies and procedures for handling such complaints.

Complaint Process: Procedures

1. What must be included in a complaint?

A complaint about the National Assessment of Educational Progress must be submitted in writing to the National Assessment Governing Board (NAGB). The complaint must include the name and address of the person submitting the complaint and a description of the complaint. The complaint may also include the remedy being sought.

If the complaint is about a test question, special care must be taken by the person submitting the complaint because the security of test questions not released to the public must be protected. Unauthorized release of secure test questions is a felony, subject to fines and imprisonment. To protect the security of test questions, therefore, an individual submitting a written complaint about a test question should describe the specific complaint in a manner that does not reveal the content of the test question itself.

2. Where should complaints be sent?

The mailing address is: National Assessment Governing Board, Suite 825, 800 North Capitol Street, N.W., Washington, DC 20002-4233. The e-mail address is NAGB@ed.gov. If submitting a complaint by e-mail, the person submitting the complaint must provide his/her full name and a mailing address because the response to the complaint will be in the form of a letter and will be sent by regular mail.

3. What happens to complaints after they are received by the Governing Board?

A. Complaint Receipt

- a. A log shall be maintained of all complaints submitted. The log shall contain sufficient information to monitor the status of each complaint, such as the date received, date assigned, date acknowledged, and final disposition.
- b. Within 5 calendar days of receipt of a complaint, an acknowledgment letter shall be sent to the individual who submitted the complaint.
- c. The Executive Director shall:
 - i. forward, within 30 days of receipt, copies of the complaint to the NCES Commissioner, the Secretary of Education, and the State and local educational agencies from which the complaint originated;
 - ii. provide for consultation with NCES (as required by the legislation);
 - iii. forward copies of the notification to the person submitting the complaint and the Secretary, not later than 30 days after the final disposition has been determined.

B. Complaint Review

- I. **Administrative Review.** In the first level of review, a complaint shall be answered by the Governing Board Executive Director, with assistance from staff.
 - a. Background information related to the complaint shall be obtained, working in consultation with staff of the National Center for Education Statistics, as appropriate.
 - b. The Executive Director shall determine whether additional information is necessary.
 - c. The Executive Director, after consulting with the Commissioner of Education Statistics, shall respond in writing to the person submitting the complaint. The response shall describe the Executive Director's administrative determination in response to the complaint and the opportunity to appeal the administrative determination.

II. Appeals

- a. An individual may appeal an administrative determination of the Executive Director. The individual must submit the appeal in writing to the Governing Board at the address given above. The appeal must be postmarked or sent by e-mail no later than 25 calendar days after the date the Executive Director's determination is mailed.

-
- b. In response to an appeal of the Executive Director's administrative determination, the Chairman of the Governing Board shall decide whether the appeal will be addressed by the full Governing Board or by a panel of no less than three members of the Governing Board that will act on behalf of the Board.
 - c. The complaint record shall be reviewed and a determination made of whether additional information is needed to complete the review of the complaint.
 - d. A final decision on the complaint shall be made after consulting with the Commissioner of Education Statistics.
 - e. The Executive Director shall provide written notification to the individual who submitted the complaint about the disposition of the complaint, with a copy of such notification to the Secretary, no later than 30 days after the Governing Board has taken final action with respect to the complaint.
 - f. Decisions of the Governing Board are final and not subject to further appeal.

Related Governing Board Policy: Policy Statement on Public Access to Test Questions and Instruments of the National Assessment, Adopted May 18, 2002.



Adopted: May 18, 2002

National Assessment Governing Board

Public Access to Test Questions, Item Release, and Confidentiality of Data for the National Assessment of Educational Progress

Policy Statement

INTRODUCTION

As the Nation's Report Card, the National Assessment of Educational Progress (NAEP) is an on-going, Congressionally-authorized project to collect data through surveys on the academic knowledge and skills of American students. Its primary goal is to report fair and accurate information on student achievement in reading, mathematics, and other subjects taught in elementary and secondary schools.

Since its inception, the National Assessment has administered both cognitive test questions and background questionnaires. The test questions assess student knowledge and skills in academic subject areas. The background questionnaires provide information for reporting categories and collect non-cognitive data, related to achievement, on students, their family background, teachers, and schools.

By statute (P.L. 107-110), "the public shall have access to all assessment data, questions, and complete and current assessment instruments" of the National Assessment with two important exceptions:

- a. "Personally identifiable" information about individual students, their families, and schools must remain confidential in accordance with the Federal Privacy Act (Sec. 552a of Title 5, U.S. Code), and
- b. Access to cognitive questions may be restricted to maintain security if such questions are to be reused, and breaches of security are punishable as a felony.

To fulfill the first requirement, NAEP has made sure since its inception that no information on individual students or schools is included in its data releases or reports. As part of its administration procedures, the names of students who have taken NAEP never leave the school building in which the assessment is given.

Although test questions may be kept secure, a substantial number of questions are released after each assessment in order to aid public understanding of the exam. In addition, under the statute, all secure cognitive questions must be made available within 45 days after a written request “in a secure setting that is convenient to both parties.” Local school districts must make “reasonable efforts” to inform parents and others about the access provided under law.

By statute, NAEP may “only collect information that is directly related to the appraisal of academic achievement, and to the fair and accurate presentation of such information.”

The National Assessment is conducted by the Commissioner of Education Statistics under the policy guidance of the National Assessment Governing Board. The Board’s areas of responsibility include the assessment methodology; guidelines for reporting and dissemination; and “appropriate actions needed to improve the form, content, use, and reporting” of the National Assessment.

To carry out these responsibilities, the Board hereby adopts guiding principles, policies, and procedures for public access to test questions, item release, and confidentiality of data for the National Assessment of Educational Progress. The policy shall be implemented in a manner that promotes wide public confidence in the integrity and appropriateness of NAEP questions and in the absolute confidentiality of all individual data obtained.

GUIDING PRINCIPLES

1. By law, all questions and instruments of the National Assessment shall be accessible to the public, consistent with security considerations which pertain to test items that may be reused. The procedures for public access shall be user-friendly and designed to make the assessment as open to the public as possible.
2. Since security considerations do not apply, all background questionnaires shall be readily available to parents, state and local officials, and interested members of the public. Such questionnaires shall be available before field tests and operational use or at any other time members of the public wish to obtain them.
3. After each assessment, a substantial number of test questions shall be made publicly available with performance data to provide concrete examples of NAEP contents and results. Released items shall be widely distributed to promote public understanding of the National Assessment. As required by law, within 45 days of a written request, all NAEP test questions shall be available for public inspection, consistent with requirements for test security. Any breach of security is punishable as a felony.

4. All information collected by NAEP about individual students and schools shall remain strictly confidential. The names of students who have taken NAEP shall not leave the school building in which the assessment is administered.
5. The Governing Board shall monitor the implementation of this policy. The Board shall review all procedures regarding public access and confidentiality of NAEP, which are established by the National Center for Education Statistics.

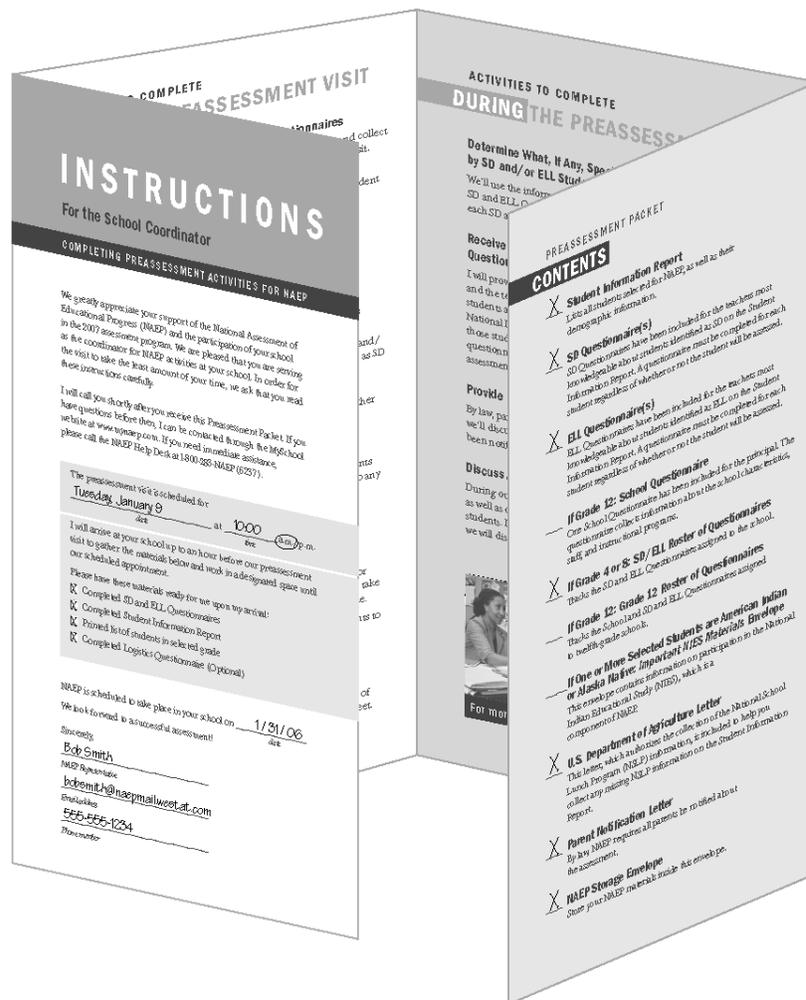
POLICIES AND PROCEDURES

1. NCES and its contractors shall assist school districts in informing parents and members of the public about the National Assessment. Special efforts shall be made to inform parents about the content, survey methodology, and uses of the assessment. Background questionnaires and released cognitive test items shall be available at schools participating in NAEP samples. Districts shall be given information about public access to current assessment questions and instruments, provided test security is maintained.
2. Background questionnaires shall be sent promptly to anyone wishing to obtain them and shall be posted on the Internet, accompanied by explanations and rationales.
3. Following each administration of the National Assessment, approximately 25 percent or more of the test questions shall be made public at the same time as the initial release of test results. These items shall illustrate the range of item types, difficulty levels, and content covered in the assessment, and shall also be useful as exemplars of achievement levels. Items shall be accompanied by performance data. A selection of released items shall be available in NAEP reports and information booklets. All released items shall be posted on the Internet.
4. Procedures shall be developed for the examination of secure NAEP items by members of the public within 45 days of a written request, provided test security is maintained. Efforts shall be made to permit such examination promptly within the state of persons making such a request. As provided by law, the review must take place in a secure setting, such as the offices of a state or local education agency that is convenient to both parties.
5. Detailed procedures shall be established to ensure the confidentiality of all information obtained by NAEP about individual students and schools in accordance with provisions of the Federal Privacy Act (Section 552a of Title 5, U.S. Code). No names of students who have taken the assessment shall leave the school building. No records shall be maintained by NCES or its contractors containing personally identifiable information about individual students and their families. These guarantees of privacy shall be mentioned in NAEP publications and reports, and details regarding their implementation shall be made available upon request.

E

APPENDIX E. PREASSESSMENT PACKET CONTENTS

School Coordinator Brochure



Student Information Report

NAEP STUDENT INFORMATION REPORT

August 24, 2007

Central School 9920110

Session # RS0801

-D-	-B-	-C-	-E-		-F-	-G-	-H-	-I-	-K-
LINE #	STUDENT NAME	HOME ROOM	MOB	YOB	SEX	RACE/ ETHNICITY	NSLP	SD	ELL
1	ALZATE, TYLER WALTER	51	1	1993	1	1	1	2	2
2	AYERS, ADAM ANTHONY	51	8	1993	1	1	1	2	2
3	BAKER, IRIS L.	51	8	1993	2	1	1	2	2
4	BARKSDALE, BRIANA C.	51	7	1993	2	1	1	2	2
5	BECK, ALEX J.	51	11	1993	1	1	1	2	2
6	BECK, DANIELLE MARIE	51	3	1993	2	1	1	2	2
7	BISHOP, TRICEZETTE DONISE	51	1	1993	2	1	1	2	2
8	BLANCHARD, THOMAS ODEL	53	6	1993	1	1	1	2	2
9	BOYER, DAVON DANIEL	51	10	1993	1	1	1	2	2
10	BRADFORD, ERIN ELIZABE	53	8	1993	2	1	1	1	2
11	BURNETT, KEOSHA NYERA	51	3	1993	2	1	1	9	2
12	CANTINE, JARAAD ALLEN	51	7	1993	1	1	1	2	2
13	CAVISTON, MELISSA ANN	53	12	1993	2	1	1	2	2
14	CLEMMONS, BRANDON JARELL	51	6	1992	1	1	1	2	2
15	COBLE, KRISTIN	51	10	1993	2	1	1	2	2
16	COWDEN, AMANDA LYNN	51	1	1993	2	1	1	2	2
17	DAVIS, CIERA MARIE	52	10	1993	2	1	1	2	2
18	DAVIS, TANISHA V	51	7	1993	2	1	1	2	2
19	DECKMAN, JOSHUA PATRICK	52	1	1993	1	1	1	2	1
20	DIXON, ROOSEVELT TERR	53	11	1992	1	2	3	2	2
21	ELLIS, BRIA QUIANA	52	4	1993	2	1	3	2	2
22	ESPINOZA, JAVIER	53	1	1993	1	3	3	2	2
23	FERERRO, KELBY RYAN	53	8	1993	1	1	1	2	2
24	FISHER, BENJAMIN	53	9	1993	1	1	1	2	2
25	FORD, DILLAN WESLEY	52	2	1993	1	1	1	2	2
26	GARRIDO, ROMINA NOELLE	52	9	1993	2	1	1	2	2
27	GOMEZ-WICK, REBEKA LILIA	52	4	1993	2	3	3	2	2
28	GRAY, CHRISTIAN	53	4	1993	1	1	1	2	2
29	HABTE, GABRIELLA	52	10	1993	2	1	1	2	2
30	HALL, FRANKLIN JOSEPH	52	5	1993	1	1	1	2	2
31	HARDING, JACOB ALEXANDER	52	2	1993	1	1	1	2	2
32	HARRINGTON, JOSHUA RYA	53	7	1993	1	1	1	2	2

STUDENT DEMOGRAPHIC CODES

Sex: 1=Male; 2=Female	SD: 1=Yes; 2=No; 9 Information unavailable	ELL: 1=Yes; 2=No; 3=Formerly ELL 9=Information unavailable
Race/Ethnicity 1=White, not Hispanic 5=American Indian/Alaska Native 2=Black, not Hispanic 6=Other 3=Hispanic 7=School does not collect this information 4=Asian/Pacific Islander 9=Information unavailable		National School Lunch Program (NSLP) 1=Student not eligible 4=School not participating 2=Free lunch 5=School refused 3=Reduced price lunch 9=Information unavailable

SD Questionnaire



2007 Student with Disabilities (SD) Questionnaire

Q-991

To be completed by the staff member most knowledgeable about a student identified as having a disability.
 Use a #2 pencil to complete this questionnaire.

SCHOOL #

--	--	--	--	--	--	--

NAEP Subject to be Assessed
 (from column D on Administration Schedule)

Please respond to the questions based on the subject of the student's booklet.

Math
 Reading
 Writing

Student Booklet ID
 (from column N on Administration Schedule)

--	--	--	--	--	--	--	--	--	--

Session Number **Admin Sched**

--	--	--	--	--	--	--	--

Line #

Student Demographic Information
 (from columns E and F on Administration Schedule)

Birth Date **Sex**

Month	Year	1 = Male	2 = Female	



DO NOT USE

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

ADMIN USE ONLY

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0790. The time required to complete this information collection is estimated to average 20 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NAEP/NCES, U.S. Department of Education, 1990 K Street N.W., Washington, D.C. 20006-5661.

A project of the Institute of Education Sciences. This report is authorized by law (PL 107-110, 20 U.S.C. §9010). While your participation is voluntary, your cooperation is needed to make the results of the survey comprehensive, accurate, and timely. All responses that relate to or describe identifiable characteristics of teachers or schools may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law OMB No. 1850-0790 • Approval Expires 04/30/2007 Mark Reflex® forms by Pearson NCS EM-17XXXX-001:64321 Printed in U.S.A.

ELL Questionnaire



2007 English Language Learner (ELL) Questionnaire

Q-990

To be completed by the staff member most knowledgeable about a student identified as English Language Learner.
 Use a #2 pencil to complete this questionnaire.

SCHOOL #

--	--	--	--	--	--	--

NAEP Subject to be Assessed
 (from column D on Admin Schedule)

Please respond to the questions based on the subject of the student's booklet.

Math
 Reading
 Writing

Student Booklet ID
 (from column N on Administration Schedule)

--	--	--	--	--	--	--	--	--	--

Session Number Admin Sched

--	--	--	--	--	--	--	--

Line #

Student Demographic Information
 (from columns E and F on Administration Schedule)

Birth Date Sex

Month	Year	1 = Male	2 = Female	



DO NOT USE

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

ADMIN USE ONLY

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0790. The time required to complete this information collection is estimated to average 20 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NAEP/NCS, U.S. Department of Education, 1990 K Street N.W., Washington, D.C. 20006-5661.

A project of the Institute of Education Sciences. This report is authorized by law (PL 107-110, 20 U.S.C. §9010). While your participation is voluntary, your cooperation is needed to make the results of the survey comprehensive, accurate, and timely. All responses that relate to or describe identifiable characteristics of teachers or schools may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law OMB No. 1850-0790 • Approval Expires 04/30/2007 Mark Reflex® forms by Pearson NCS EM-17XXXX-001:64321 Printed in U.S.A.

Grade 12 School Questionnaire



**National
Assessment
of Educational
Progress**

**2007
Grade 12**

School Questionnaire

(School Characteristics and Policies)

Q-969

Please complete the questionnaire by: ___ / ___ .
Indicate how you complete this questionnaire.

Complete the questionnaire online (preferred)
at the MySchool website or go to
http://www.naepq.com.
At the login screen, begin by keying in this
information:

SCHOOL #

--	--	--	--	--	--	--

Your 7-digit School ID Number →

Your 10-digit Booklet ID # →

-OR-

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



105 - 025181 - 2

DO NOT USE

--	--	--

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

ADMIN USE ONLY

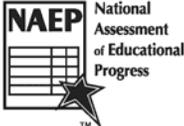
--	--	--

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0790. The time required to complete this information collection is estimated to average 20 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NAEP/NCES, U.S. Department of Education, 1990 K Street N.W., Washington, D.C. 20006-5661.

A project of the Institute of Education Sciences.
This report is authorized by law (PL 107-110, 20 U.S.C. §9010). While your participation is voluntary, your cooperation is needed to make the results of the survey comprehensive, accurate, and timely. All responses that relate to or describe identifiable characteristics of teachers or schools may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law. OMB No. 1850-0790 • Approval Expires 04/30/2007
Mark Reflex® forms by Pearson NCS EM-17XXXX-001:654321
Printed in U.S.A.

SD and/or ELL Roster (Grade 4 or 8)


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

SCHOOL #: - -
 Page _____ of _____
 SCHOOL NAME: _____
 CITY/STATE: _____

This form must be completed in No. 2 pencil.

SD or ELL Questionnaire Distributed To (Staff Name) Student's Name	SD or ELL Questionnaire Session # /Line #	Original Student Booklet ID # (Column "N" on Admin. Schedule)	SD or ELL Questionnaire ID # (Barcode ID # on SD or ELL Cover)	Returned			School Coordinator Instructions for Distributing and Collecting Questionnaires
				Yes	No	Not Needed	
		99-		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1. Every student identified on the NAEP Student Information Report as SD and/or classified as ELL should be listed in the "Student's Name" column to the left. 2. Record the name of the teacher most knowledgeable about each student in the "Distributed To" column. (Note: An SD and/or ELL Questionnaire must be completed for each student listed, regardless of whether or not the student will be assessed.) 3. On the front cover of each SD and ELL Questionnaire is a removable label with a student's name written on it. On each label, write the name of the corresponding teacher you recorded on this Roster. 4. Distribute the questionnaires to the appropriate teachers. Be sure to point out the date the questionnaires are to be returned to you. 5. As each questionnaire is returned, fill in the appropriate oval in the "Returned" column on this Roster. If the student is not classified as SD and/or ELL, fill in the "Not Needed" oval and discard the questionnaire. 6. Keep this Roster and all completed questionnaires together and return them to the NAEP representative during the preassessment visit.
		99-		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99-		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99-		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99-		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99-		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99-		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99-		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99-		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99-		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99-		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99-		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99-		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99-		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99-		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Grade 12 Roster of Questionnaires

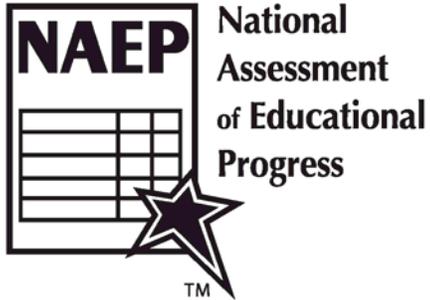

**NAEP 2007
Grade 12 Roster of Questionnaires
(School and SD/ELL Questionnaire Tracking Form)**

SCHOOL #: - -
 Page _____ of _____
 SCHOOL NAME: _____
 CITY/STATE: _____

This form must be completed in No. 2 pencil.

SD or ELL Questionnaire Distributed To (Staff Name) Student's Name	SD or ELL Questionnaire Session # /Line #	Original Student Booklet ID # (Column "N" on Admin. Schedule)	SD or ELL Questionnaire ID # (Barcode ID # on SD or ELL Cover)	Returned			School Coordinator Instructions for Distributing and Collecting Questionnaires
			Yes	No	Online		
I. School Questionnaire Distributed to: _____				I. School Questionnaire Questionnaire ID # 96 <input type="text"/> - <input type="text"/>			1. Give the School Questionnaire to the principal and point out the date that it is to be returned to you. 2. Every student identified on the NAEP Student Information Report as SD and/or classified as ELL should be listed in the "Student's Name" column to the left. 3. Record the name of the teacher most knowledgeable about each student in the "Distributed To" column. (Note: An SD and/or ELL Questionnaire must be completed for each student listed, regardless of whether or not the student will be assessed.) 4. On the front cover of each SD and ELL Questionnaire is a removable label with a student's name written on it. On each label, write the name of the corresponding teacher you recorded on this Roster. 5. Distribute the questionnaires to the appropriate teachers. Be sure to point out the date the questionnaires are to be returned to you. 6. As each questionnaire is returned, fill in the appropriate oval in the "Returned" column on this Roster. If the student is not classified as SD and/or ELL, fill in the "Not Needed" oval and discard the questionnaire. 7. Keep this Roster and all completed SD and/or ELL questionnaires together and return them to the NAEP representative during the preassessment visit. The School Questionnaire should be returned the day of the assessment.
		99		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		99		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

NIES Envelope



Important NIES Materials

This envelope contains materials for the National Indian Education Study (NIES) which is a component of NAEP that will be conducted in your school. Please open immediately.

NIES Cover Letter



January 2007

Dear School Coordinator:

Thank you for participating in the National Assessment of Educational Progress, also known as NAEP.

As you may know, a component of NAEP is the National Indian Education Study (NIES). This federally funded two-part study focuses on the educational achievement and experiences of American Indian and Alaska Native (AI/AN) students. The goal of the study is to describe the condition of education for these students to ensure that the programs serving them are of the highest quality and meet their unique, culturally related academic needs.

The study is conducted by the National Center for Education Statistics (NCES) at the request of the U.S. Department of Education's Office of Indian Education (OIE) within the Office of Elementary and Secondary Education.

Your school is included in NIES because one or more of the students selected to participate in NAEP is identified as American Indian or Alaska Native.

NIES consists of two parts—an assessment (Part I) and a survey (Part II):

- **Part I** is the participation of AI/AN students in the upcoming 2007 National Assessment of Educational Progress (NAEP) reading and mathematics assessments. The NAEP assessment will be conducted on the scheduled assessment date between mid January 22 and March 2, 2007.
- **Part II** is a survey designed to provide information on the educational experiences of AI/AN students and the role of their culture(s) in the education of those students. The survey consists of a brief questionnaire that AI/AN students, their principals, and teachers will be asked to complete. The NIES survey can be completed at the time of the NAEP assessment or scheduled for a later date—depending on what works best for the school.

At your convenience, you may visit <http://nces.ed.gov/nationsreportcard/studies/nies.asp> for information on the study. In the meantime, I have enclosed the following:

- A National Indian Education Study brochure — this one-page document provides further details on the study.
- NIES Linking Form – this document identifies the students in your school who have been identified as AI/AN. The NAEP Representative will discuss the survey arrangements during the preassessment visit.

Sincerely,

Your NAEP Representative