

### 3. EDITING SCHOOL INFORMATION

#### 3.1 School Listing

The default listing of schools is shown below.

**School Control System**

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

NAEP-2008/FT Phase: FA Territory: 31 State: CA Region: 2 School Type: School Type(\*) GO

Edit Listing Default School Listing

School Name:	NAEP ID:	Project Name:	Status:	Region:	Area:	County:	District Name:
<a href="#">1. Apple Valley Village School</a>	0610537	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	Ca Non-Public Non-Catholic Schools
<a href="#">2. Auburndale Intermediate</a>	0620792	NAEP-2008/FT	Pending	CA-2	1	Riverside	Corona-Norco Unified
<a href="#">3. Badger Springs Middle</a>	0620822	NAEP-2008/FT	Cooperating	CA-2	1	Riverside	Moreno Valley Unified
<a href="#">4. Chino High</a>	0630612	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	Chino Valley Unified
<a href="#">5. Colony High</a>	0630602	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	Chaffey Joint Union High
<a href="#">6. Desert Springs Middle</a>	0620832	NAEP-2008/FT	Pending	CA-2	1	Riverside	Palm Springs Unified
<a href="#">7. Gorman Learning Center</a>	0620812	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	Gorman Elementary
<a href="#">8. King Martin Luther Jr High</a>	0630632	NAEP-2008/FT	Pending	CA-2	1	Riverside	Riverside Unified
<a href="#">9. Los Osos High</a>	0630592	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	Chaffey Joint Union High
<a href="#">10. Mountain High Cont</a>	0630622	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	Rim Of The World Unified
<a href="#">11. Musser Ruth Middle</a>	0620782	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	Central Elementary
<a href="#">12. North Mountain Middle</a>	0620842	NAEP-2008/FT	Pending	CA-2	1	Riverside	San Jacinto Unified
<a href="#">13. Palm Avenue Elementary</a>	0610572	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	San Bernardino City Unified
<a href="#">14. Peace In The Valley Academy</a>	0630587	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	Ca Non-Public Non-Catholic Schools
<a href="#">15. Rivera Tomas Elementary</a>	0610562	NAEP-2008/FT	Pending	CA-2	1	Riverside	Riverside Unified

Next Page >>

Search for: \_\_\_\_\_ IN School Name Find Number of Records: 22 Page: 1 of 2

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: **San Diego Unified**   Region: **CA 1 Area: 1**   Search for NAEP ID  Find

**General**   Sampling   Preassm't   Special Studies   Post Assm't

School Name: **Bell Junior High**   Sampled Grade: **8**   NAEP ID: **0620372**   Project Name: **NAEP-2008/FT**

Name:   
 Address:   
 Address (cont'd):   
 City, State: Zip:  ,    
 County:   
 Phone:  (xxx) xxx-xxxx  
 Fax:  (xxx) xxx-xxxx  
 Principal: [Add](#)  
 Coordinator: [Add](#)  
 MySchool  
 Registration ID:   
 School Type:

**Original School. (Substitute Available)**

Charter School Flag:    
 Enrollment  
 Estimated: 557   Actual:  **Data Required.**  
 Status:    
 Scheduled Assessment Date:   [Previous Assess. dates](#)  
 Reason for changing assessment date?    
 Scheduled Assessment Time:   
 Comments:

School Edit Screen, General tab

### 3.2.1 Search for A 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 that school.

### 3.2.2 School Edit Tabs

The School Edit section 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, Teacher counts, Student Sampling Summary Report, New Enrollee Procedure, numbers of excluded students, and Parent notification information; (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. (Section 3.7)

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

### 3.2.3 School Information

General	Sampling	Preassessment	Special Studies	Post Assessment
School Name: <b>Bethel Christian Academy</b>	Sampled Grade: <b>8</b>	NAEP ID: <b>3720107</b>	Project Name: <b>FT 08</b>	
Name: <input type="text" value="Bethel Christian Academy"/>	<input type="text" value="Original School (No Substitute Available)"/>			

Immediately below the tabs is information about the school that will be available on each of the several tabs. This includes the school's name, the sampled grade (or age for LTT), the NAEP ID for the sampled grade or age in the school, and the project for which the school was sampled.

The structure of the NAEP ID allows you to determine which grade/age is sampled (the third digit), whether it is a public or nonpublic school (digits 4-6 = 1-499 original schools and 500+ substitute schools), and whether it is an original or substitute school (last digit = 0-3 public and 5-8 private schools).

If more than one grade or age has been sampled in a school, there will be two records for this school – one for each of the sampled grades/ages.

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)/age(s) to facilitate accessing the other School Edit pages for data entry.

### **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.

If the principal's name is not displayed, there is an "Add" hyperlink available. Once you have obtained the principal's name, click on "Add" and enter his or her name, phone, fax number, and email address.

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

Enter School Personnel Data

If the school was selected for more than one grade (or age for LTT) 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) 336-2216	(XXX) XXX-XXXX
Fax:		(XXX) XXX-XXXX
Principal:	Mr. Frederick Bird	<a href="#">Edit</a>
Coordinator:	Select..	<a href="#">Add</a>
MySchool Registration ID:	420276004165	

### 3.3.2 School Type and Religious Orientation

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.

Registration ID:	
School Type:	Unknown <a href="#">Non-Public School Survey</a>
Religious Orientation:	Missing

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.

**Questions For Schools with Unknown Affiliation**

**Q1. Does this school/program have a religious orientation or purpose or is it affiliated with a religious organization or institution?**

Yes  
 No -> Skip to Q4

**Q2. What is this school's / program's religious orientation or affiliation (choose one)?**

Roman Catholic  
 Lutheran  
 Other Christian  
 NonChristian

**Q3. Does this school/program belong to any of the following associations or organizations?**

Accelerated Christian Education (ACE) (or School of Tomorrow)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
American Association of Christian Schools (AACCS)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Association of Christian Schools International (ACSI)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Oral Roberts University Educational Fellowship (ORUEF)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**Q4. Approximately how many eligible students are enrolled in this school as identified in Question 4 of the "Nonpublic School Survey Form?" Record the number in the actual enrollment field of the General tab.**

Save   Reset   Close

Done   Local intranet

### Nonpublic School Survey

The information on school type is recorded here for your information. You are not expected to change it (nor can you if you tried).

### 3.3.3 Charter School

As NAEP state coordinators are updating information on the sampled public schools in their states, they will update this "Charter School" field. Since this is for reporting only and for public schools only, NAEP operations field staff (supervisors and field managers) will not be entering information on the Charter School status of their schools.

### 3.3.4 Enrollment – Estimated and Actual

<b>Flag:</b>	
<b>Enrollment</b>	
Estimated: 557	Actual: 550 <b>Data Required.</b>
Status: Cooperating	

The **estimated enrollment** of the sampled grade/age 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/age 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, thus the reminder has been added that the data are required. We want 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:

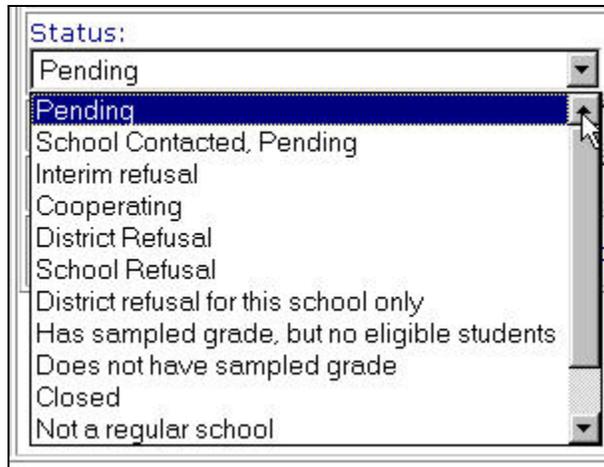
- The 10-day enrollment information
- The 20<sup>th</sup> day, or
- The first month report.

**Remember:** If a school refuses to participate, you should attempt to determine the number of officially enrolled students in the sampled grade/age 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

The following two school status codes are for use in Field Test, Arts, and fall SICT schools:

- Has sampled grade, but no eligible students
- Does not have sampled grade

For Long Term Trend schools, the following code is available:

- No age-eligible students

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

An example of the form is shown below.

**SCS: Grade Refusal Form - Microsoft Internet Explorer**

**Refusal Form**

Update Reset Close Print

District: **San Diego Unified** School: **Crown Point Elementary**  
Superintendent: **Superintendent Not Found** Grade ID: **0610252**  
State: **CA** Refusal Type: **Interim 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 State Coordinator Letter Sent:

Initial Endorsement Letter from Chief State School Officer Sent:

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

Refusal conversion letter sent:

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

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

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

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

Refusal Report Form

It is important that you complete this form with as much information as possible. This will enable your field manager to decide whether 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 is made available through a link immediately under the status window.

The screenshot shows a web browser window titled "SCS: Ineligible School form - Microsoft Internet Explorer". The page content includes a header "NAEP 2007 Ineligible School Form" with a "Record Edited" status indicator and buttons for "Save", "Reset", "Close", and "Print". A paragraph explains the form's purpose: "This form will be used to document the reason(s) for coding a school as ineligible for participation. A school should not be assigned a disposition code of *Not a Regular School* or *Other Ineligible* until information is obtained directly from the school or its district and the NAEP representative is consulted." Below this, the form displays pre-filled information: "School Name: **Dodd Middle School**", "District Name: **Cheshire School District**", "NAEP ID: **0920022**". A section titled "Who provided the information used in making the decision that the school is not eligible?" contains input fields for "Name: William Parent", "Phone: 333-222-8888", and "Position/Title: Principal". The "Final school status:" section asks "If school is coded *Not a regular school*, Check next to the statement(s) that describes this school:" and lists several options with checkboxes. The second option, "The students who attend this school are officially registered in another, regular school.", is checked. A final section asks "If this 'school' can be described using any of the following concepts, check next to the appropriate concept:" and lists various educational models with checkboxes, none of which are currently selected.

SCS: Ineligible School form - Microsoft Internet Explorer

NAEP 2007 Ineligible School Form Record Edited

Save Reset Close Print

This form will be used to document the reason(s) for coding a school as ineligible for participation. A school should not be assigned a disposition code of *Not a Regular School* or *Other Ineligible* until information is obtained directly from the school or its district and the NAEP representative is consulted.

School Name: **Dodd Middle School** NAEP ID: **0920022**  
District Name: **Cheshire School District**

Who provided the information used in making the decision that the school is not eligible?  
Name:  Phone:   
Position/Title:

Final school status:  
If school is coded *Not a regular school*, Check next to the statement(s) that describes this school:

This is an ungraded school.  
 The students who attend this school are officially registered in another, regular school.  
 All of the students selected for assessment would be excluded from the assessment.  
 Not possible to assess any of the students at the school location.

If this "school" can be described using any of the following concepts, check next to the appropriate concept:

Correspondence school (The students may or may not attend classes.)  
 Distance education  
 Computer based virtual ("cyber") school  
 Umbrella school (all students officially enrolled in this school are home schooled)  
 Home School  
 Independent Study  
 Other (Specify)

Save Reset Close Print

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.



The screenshot shows a web form with several fields. The 'Status' field is set to 'Cooperating'. Below it, there is a 'Scheduled Assessment Date' field. A dropdown menu is open for this field, showing a list of dates: 2/26/2007, 2/27/2007, 2/28/2007 (highlighted), 3/1/2007, and 3/2/2007. A mouse cursor is pointing at the 2/28/2007 date.

Estimated Date	2/26/2007
Status: Cooperating	2/27/2007
Scheduled Assessment Date:	2/28/2007
Scheduled	3/1/2007
Scheduled	3/2/2007

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 Changed Assessment Date

Scheduled Assessment Date:	3/5/2008	<a href="#">Previous Assess. dates</a>
Reason for changing assessment date?	Not answered	
Scheduled Assessment Time:	Bad weather SC request Other - specify	

If an assessment date is changed, a new link will appear to the right of the date. Click on this link to see previously entered assessment date(s).

Under the assessment date will be a new field “Reason for changing assessment date?”. Clicking on the down arrow will reveal the options. Select the appropriate option by clicking on it. If the date was changed for a reason other than bad weather or a request by the school, clicking on the “Other” option will result in a field being displayed in which you can enter the other reason.

### 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.