

E. U.S. Department of Agriculture Letter and Confidentiality Agreement

The National School Lunch Program (NSLP) is a federal meal program that provides low-cost or free lunches to eligible students. A letter from the U.S. Department of Agriculture authorizing the release of the NSLP data as part of the NAEP data collection process is sent to the school coordinator in the Preassessment Packet.

For most schools, the NSLP data was already provided during the student list submission. However, if some or all of the NSLP data is missing on the Administration Schedule, you must attempt to collect it during the preassessment visit. In this case, refer the school to the U.S. Department of Agriculture letter. If a school requests a confidentiality agreement in writing to release the NSLP data on their students, a confidentiality form, shown on the following page, is available for you to sign and use for this purpose.

More information on using these two documents is provided in chapter 7.

<p>Page 2</p> <p>In accordance with the statute, school food authorities are not required to disclose eligibility information. This is a State and local decision.</p> <p>Sincerely,</p>  <p>FOR STANLEY C. GARNETT Director Child Nutrition Division</p>	<p style="text-align: center;"></p> <p>United States Department of Agriculture</p> <p>DATE: September 15, 2006</p> <p>Food and Nutrition Service</p> <p>MEMO CODE: SP-33-2006</p> <p>SUBJECT: Affirmation of Policy on Limited Disclosure of Children's Eligibility information to the National Assessment of Educational Progress (NAEP)</p> <p>3101 Park Center Drive Alexandria, VA 22302-1500</p> <p>TO: Regional Directors Special Nutrition Programs All Regions</p> <p>State Agencies Child Nutrition Programs All States</p> <p>The administrators of the NAEP have asked that we remind school food authorities that they may disclose, without parent/guardian consent, children's names and eligibility status (whether they are eligible for free meals or free milk or reduced price meals) to persons directly connected with the administration or enforcement of a Federal or State education program, as permitted by section 9(b)(2)(C)(iii) of the Richard B. Russell National School Lunch Act. Persons directly connected to the administration or enforcement of NAEP are authorized recipients of children's free and reduced price meal eligibility status because NAEP is a Federal education program. Additionally, school food authorities may disclose children's names and eligibility status to persons directly connected with the administration or enforcement of State educational assessment programs to the extent that the State assessment is part of the NAEP or the assessment program is established at the State, not local level. Other State education programs also are eligible to have access to participants' names and eligibility status, without parent/guardian consent, but the program must be established at the State, not local level.</p> <p>The term "persons directly connected" for the purpose of disclosure to NAEP includes Federal, State and local program operators responsible for NAEP program administration or program compliance and their contractors. This does not imply that these persons have routine access to participants' eligibility status. There must be a "need to know" for legitimate NAEP purposes.</p> <p>We recommend that school food authorities inform households if they plan to disclose or use eligibility information outside the originating program. We also recommend that the school food authority enter into a written agreement with NAEP officials. We suggest that the agreement be signed by both the school food authority and NAEP officials, as appropriate, that the agreement identify the entity receiving the information, describe the information to be disclosed and how it will be used, describe how the information will be protected from unauthorized uses and disclosures, and describe the penalties for unauthorized disclosure.</p> <p style="text-align: center;">AN EQUAL OPPORTUNITY EMPLOYER</p>
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NSLP Confidentiality Agreement



UNITED STATES DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

Agreement Between NAEP Officials and School Food Authority Regarding Collection of Free and Reduced Price Meals Data

Under this agreement, a NAEP Official, as an agent of the National Center for Education Statistics (NCES), U.S. Department of Education, shall collect the eligibility status for free or reduced price meals for the children sampled for the National Assessment of Educational Progress (NAEP). An agent of the School Food Authority shall provide the eligibility information to the NAEP Official.

Both parties understand that:

- The School Food Authority shall provide the eligibility status to the NAEP Official for those children selected to participate in NAEP.
- The NAEP Official shall adhere to Section 303 of the National Assessment of Educational Progress Authorization Act, Title III of the Education Sciences Reform Act of 2002, 20 U.S.C. 9621, which states that:
 - NCES shall use the eligibility information as part of the federal administration of NAEP under the requirement to "include information on special groups, including, whenever feasible, information collected, cross tabulated, compared, and reported by... socioeconomic status." NCES uses eligibility for free and reduced price meals as a proxy for socioeconomic status.
 - NCES 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 Commissioner for Education Statistics shall ensure that all personally identifiable information about students, their academic achievement, and their families, and that information with respect to individual schools, remains confidential, in accordance with section 552a of title 5, United States Code."
- Under the Privacy Act of 1974 (section 552a of title 5, United States Code), should there be a case of unauthorized disclosure, civil action may be brought against the U.S. Department of Education.

U.S. Department of Education:

Peggy Carr

(Signature)

Peggy Carr

(Name)

Associate Commissioner

(Title)

National Center for Education Statistics

(Organization)

1940 K Street NW, 8th Floor

(Address)

Washington, DC 20006

(City, State, Zip)

NAEP Official:

(Signature)

(Name)

(Title)

(Organization)

(Address)

(City, State, Zip)

School Food Authority:

(Signature)

(Name)

(Title)

(School)

(Address)

(City, State, Zip)

Our mission is to ensure equal access to education and to promote educational excellence throughout the Nation.

F. Parent/Guardian Notification Letter

The No Child Left Behind Act requires that parents of students sampled for NAEP assessments be notified that their child has been selected and that participation is voluntary. NAEP has developed a sample Parent/Guardian Notification Letter (shown below) for schools to use or modify as necessary. Schools are encouraged to print the letter on their school letterhead before sending it to parents. While signed consent is not a NAEP requirement (although some schools, districts, or states may require it), NAEP does require a dated copy of the parent/guardian letter that each school sends.

States, districts, or schools determine how parents are notified. In the fall, public schools received either a state-specific letter or the NAEP Parent/Guardian Notification Letter from the NAEP State Coordinator, and private schools may have received the NAEP Parent/Guardian Notification Letter from their gaining cooperation supervisor. You will also provide a copy of the appropriate Parent/Guardian Notification Letter to schools in the Preassessment Packet.

You are required to collect a dated copy of the Parent/Guardian Notification Letter before assessments can be conducted in the school.

More information on your responsibilities regarding the Parent/Guardian Notification Letter is provided in chapter 7.

<p style="text-align: center;">PARENT/GUARDIAN NOTIFICATION LETTER NOTE: Please circle: "your child <u>may be/has been</u> randomly selected to take the assessment." June 22, 2007 Draft (School Letterhead)</p> <p>Dear Parent or Guardian:</p> <p>We are pleased to tell you that our school has been selected to represent schools across the Nation by participating in the National Assessment of Educational Progress (NAEP). NAEP is given by the U.S. Department of Education and tells us what American students know and can do in key subject areas. It is the only ongoing nationally representative assessment that provides this valuable information.</p> <p>NAEP has been given in schools nationwide for more than 30 years. You may have taken the assessment yourself when you were in school. The results are published in a report called <i>The Nation's Report Card</i> which provides reliable student achievement information to educators, parents, and other citizens.</p> <p>In our school, the NAEP assessment will be given on _____ in (reading, mathematics, science, the arts—<i>select appropriate subject(s)</i>). Some of the science assessment activities will be presented on computers. Your child (may be/has been) selected to take the assessment. In addition to subject area questions, students will be asked some background questions such as how often they use computers and what types of classes they take.</p> <p>It will take approximately 90 to 120 minutes for students to complete NAEP. The results are completely confidential, and your child's grades will not be affected. Your child may be excused from participation for any reason, is not required to finish the assessment, and may omit any test question. While NAEP is voluntary, we depend on student participation to collect information on student achievement that will inform improvements in education. Your child will represent many other students, so participation is very important. However, if you do not want your child to participate, please notify me in writing by (insert date).</p> <p>There is no need to study in preparation for NAEP. We do ask parents to encourage their children's best efforts and to have them get plenty of rest the night before the assessment.</p> <p>If you would like to have additional information about NAEP, please visit the web site at: http://nces.ed.gov/nationsreportcard. If you have questions or would like to review a booklet that includes the background questions and sample assessment questions, please contact me at (insert telephone number) or via email at (insert email address).</p> <p>We are excited that our school will be participating in NAEP, and we are pleased that your child (may be/has been) selected. We know that (school name)'s students will help us to show what American students know and can do!</p> <p>Sincerely,</p> <p>School Principal</p>
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G. Logistics Questionnaire

The Logistics Questionnaire is provided to schools in the Preassessment Packet. This document contains questions related to the assessment day logistics. The school coordinator has the option of completing them ahead of time to make the visit shorter. If the school coordinator does not complete the questionnaire before the preassessment visit, the questions are reprinted in your QCB for you to ask the school coordinator during the visit.

<p>How should we contact the office from the assessment locations if we need assistance should a student become ill or disruptive?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>How should we dismiss students and the materials have been?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>So that we may be more secure you please tell us if there is anything that has affected your school, student?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Is there anything scheduled for the assessment session, such as a fire drill or other?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Is there anything else that you would like to discuss with the school or students?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>NAEP 2008 Arts Assessment Logistics Questionnaire</p> <p><i>Please complete the following questions to help us plan for the upcoming NAEP assessment in your school.</i></p> <p>On assessment day, the other NAEP assessment team members and I will arrive at the school 1 hour before the assessments are scheduled to begin to prepare for the assessments. Where should we park?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>We will wear our NAEP identification badges and check in at the main office. Are there other procedures or protocols specific to your school that we need to follow?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Is there a room where the assessment team may work until it is time to go to the assessment locations?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Once the students in the assessment session have begun reading the booklet directions, students cannot be admitted to the session. How should we handle students who arrive too late to be assessed?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">(OVER)</p>
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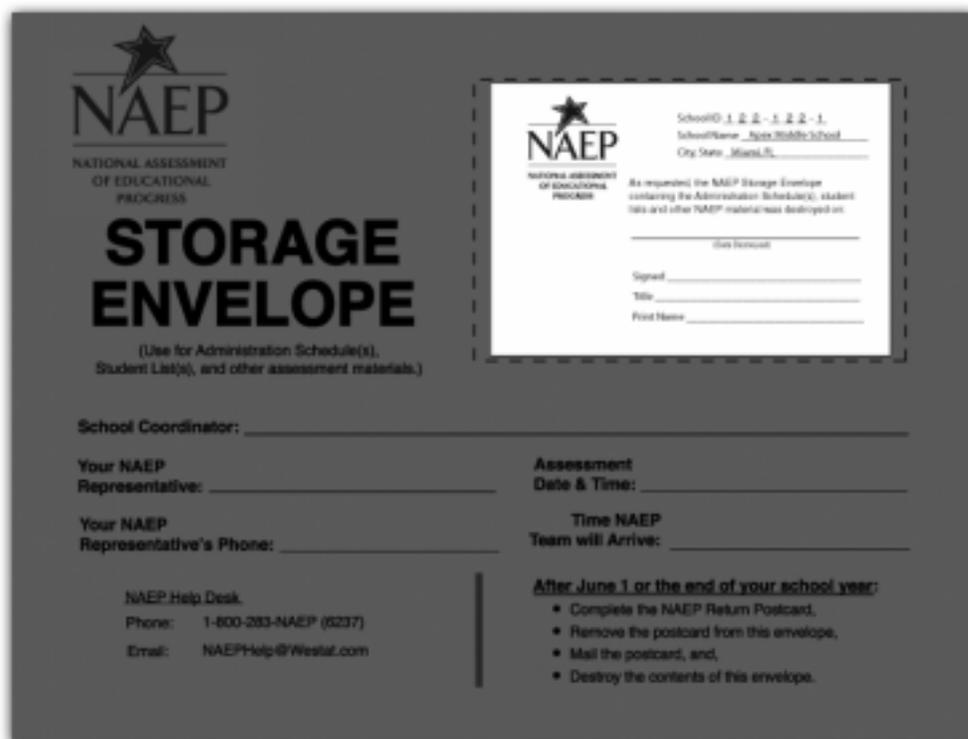
H. NAEP Storage Envelope and “Destroy By” Postcard

1. NAEP Storage Envelope

The red NAEP Storage Envelope is used to store all NAEP documents at the school between the preassessment visit and the end of the school year.

A NAEP Storage Envelope will be provided to the school coordinator in the Preassessment Packet of materials. This envelope will stay at the school throughout the assessment process and will be used by you and the school coordinator to store various assessment related documents, such as Administration Schedules, Rosters, and completed school staff questionnaires. After the assessment, the school will retain the NAEP Storage Envelope with its contents until the end of the school year in case a need should arise for NAEP to refer to the contents during data processing and statistical analysis.

Detailed instructions for using the NAEP Storage Envelope are presented throughout the manual.



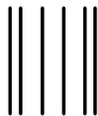
The image shows a NAEP Storage Envelope and a "Destroy By" Postcard. The envelope is dark grey with the NAEP logo (a star above the text "NAEP NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS") and the words "STORAGE ENVELOPE" in large, bold letters. Below this, it says "(Use for Administration Schedule(s), Student List(s), and other assessment materials.)". There are fields for "School Coordinator:", "Your NAEP Representative:", and "Your NAEP Representative's Phone:". At the bottom left, it lists "NAEP Help Desk" with phone number "1-800-283-NAEP (6237)" and email "NAEPHelp@Westat.com".

The "Destroy By" Postcard is white with a dashed border. It features the NAEP logo and the text "As requested the NAEP Storage Envelope containing the Administration Schedule(s), student lists and other NAEP materials was destroyed on _____ (Date Destroyed)". There are fields for "Signed:", "Title:", and "Print Name:". At the bottom, it says "After June 1 or the end of your school year:" followed by a bulleted list: "• Complete the NAEP Return Postcard.", "• Remove the postcard from this envelope.", "• Mail the postcard, and.", "• Destroy the contents of this envelope."

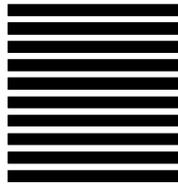
2. “Destroy By” Postcard

When you prepare the NAEP Storage Envelope after the assessments are completed, you will record the school ID, school name, city, and state on the “Destroy By” postcard and staple it to the front of the NAEP Storage Envelope. After June 1 or by the end of the school year the school coordinator is instructed to complete the postcard and send it to Westat indicating that the contents of the NAEP Storage Envelope have been destroyed.





NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

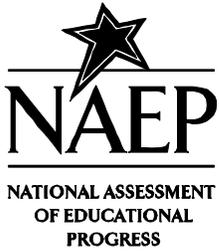


BUSINESS REPLY CARD
FIRST CLASS PERMIT NO. 433 ROCKVILLE, MD

POSTAGE WILL BE PAID BY ADDRESSEE

NAEP
C/O WESTAT
1650 Research Boulevard
Rockville, MD 20850-9973





School ID 1 2 2 - 1 2 2 - 1

School Name Apex Middle School

City, State Miami, FL

As requested, the NAEP Storage Envelope containing the Administration Schedule(s), student lists and other NAEP material was destroyed on:

(Date Destroyed)

Signed _____

Title _____

Print Name _____

I. School Folder (and School Folder Transmittal Form)

The green-colored School Folder, shown below, contains the most critical set of documents in the assessment process. You will receive a folder for each school in your assignment, with a set of contents tailored for that school. You will receive unique labels for the tab that identifies each school. It contains the school name and the school ID number for the warehouse to confirm the folder's receipt at the end of the field period. You will receive preprinted labels to affix to the front cover. The label contains the school name, address, region, area, and state, as well as the school coordinator name and contact information, if available.

Each School Folder will have a School Folder Transmittal Form (shown on the next page) inside listing the folder's contents. The form is printed on three-part paper. It contains a list of materials that should be in the folder when you receive it at the beginning of your assignment, and another list that shows the materials you need to include in the folder when you send it back to your field manager after all work for the school is complete (described in chapter 9).

More details on using the School Folder and its contents are provided in chapter 7.

NAEP 2008 SCHOOL FOLDER - ARTS		GRADE 8											
<p>PLACE LABEL HERE</p> <p>TERRITORY: _____ REGION: _____ AREA: _____</p> <p>ASSESSMENT DATE: _____</p> <p>SCHOOL TYPE (circle one): PUBLIC NONPUBLIC</p> <p>SCHOOL ID#: _____</p> <p>ADDRESS: _____</p> <p>PRINCIPAL: _____</p> <p>E-MAIL: _____</p> <p>SESSION NUMBERS: _____</p> <p>COMMENTS: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>SUPERVISOR: Please complete the following information:</p> <p>SUPERVISOR: _____</p> <p>FIELD MANAGER: _____</p> <p>STUDENT LIST TYPE (circle one): E-FILE FAX/MAIL COLLECTED BY NSC</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="writing-mode: vertical-rl; transform: rotate(180deg);">Questionnaire</th> <th>Qty.</th> <th>QUESTIONNAIRES REQUIRED FOR THIS SCHOOL</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">1</td> <td>SCHOOL</td> </tr> <tr> <td></td> <td></td> <td>SD Questionnaire</td> </tr> <tr> <td></td> <td></td> <td>ELL Questionnaire</td> </tr> </tbody> </table> <p>SV: Please complete this information before sending to your FM:</p> <p>PREASSESSMENT 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>	Questionnaire	Qty.	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL		1	SCHOOL			SD Questionnaire			ELL Questionnaire
Questionnaire	Qty.	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL											
	1	SCHOOL											
		SD Questionnaire											
		ELL Questionnaire											
SHIPMENT TRACKING ON BACK OF FOLDER													

School Folder Transmittal Form – Arts Assessment

School Name: _____ ID #: _____

Supervisor: Be sure the following documents are in this School Folder before visiting the school for the preassessment visit	Initial EACH ROW to indicate document is enclosed	Comments
Quality Control Booklet with label attached		
Original Administration Schedule for each session		
Preprinted Inclusion Worksheet		
Roster of Questionnaires		
Instructions for Sampling New Enrollees		
New Enrollee Listing Form		
Original List of All Students in Grade 5 Submitted for Sampling (E-File Roster)		
Field Sampling Line Numbers		
Student Sampling Summary Report, if applicable		
School Certificate of Appreciation and Folder		
Preassessment Packet FedEx Airbill Receipt		
Student Booklet ID labels (if sampled after 11/25/07)		
Nonpublic School Recruitment Documents, if applicable		
Supervisor: Be sure the following documents are in this School Folder before delivering it to the Field Manager after the assessment	Initial EACH ROW to indicate document is enclosed	Comments
Completed Quality Control Booklet		
Photocopy of each Administration Schedule (without names) with complete demographic data		
Photocopy of the Roster of Questionnaires (without names)		
Inclusion Worksheet (without names), if applicable		
Dated Parent Notification Letter sent by school		
Instructions for Sampling New Enrollees		
Completed Student Sampling Summary Report, if applicable		
Signed Teacher Observer Letter(s), if applicable		
Signed Accommodation Teacher Letter(s), if applicable		
Completed Session Debriefing Forms (one per regular, accommodation and makeup session)		
Field Sampling Line Numbers		
Nonpublic School Recruitment Documents, if applicable		
Field Manager: Be sure all documents above are included before final shipment to the NAEP Warehouse. Include the following materials if applicable.	Initial to verify School Folder contains all required documents	Comments
Telephone Follow up QC Form, if applicable		
In-Person Observation Form, if applicable		
Field Manager: Be sure all documents above are included before final shipment to the NAEP Warehouse.	Initial to verify School Folder contains all required documents	Comments
I reviewed this School Folder and verify that all the information above is included.		

WHITE: School Folder GREEN: FIELD MANAGER YELLOW: SUPERVISOR

9/12/2007

J. Quality Control Booklet (QCB)

The QCB is designed to be used as your guide throughout the assessment process at each school. It is the only document that tracks your work with the school throughout the entire process of planning and supervising assessment activities. The QCB has been developed to ensure that accurate and consistent data are collected for each school.

The Critical Role of the QCB in the NAEP Process

You will insert a QCB in the School Folder for each of the schools in your assignment and use it to record all communication with the school coordinator. Each QCB will have a label on the front cover (shown on the following page) unique to the school. **It is a requirement of your job as a supervisor to complete a QCB for each school.** Information you record in the QCB will be keyed by a data entry team at the Westat home office and used to provide reports for the NAEP State Coordinators, National Center for Educational Statistics (NCES), Westat statisticians, and other home office staff. It is critical that you complete each QCB accurately and completely.

The QCB is organized into three parts:

- Part 1 contains checklists for all the preassessment activities and scripts for you to follow as you conduct the preassessment visit scheduling and confirmation telephone calls, the preassessment visits, and the Assessment Booklet Preparation Record, which is used to evaluate each AA's preparation of the assessment booklets.
- Part 2 contains checklists and scripts for all assessment day activities including the Assessment Quality Control Record, used to evaluate the performance of each AA during assessment activities at the school; the Makeup Session Worksheet; and a questionnaire for conducting the School Coordinator Debriefing Interview after the assessment.
- Part 3 contains a checklist of all activities you must conduct after the assessment day.

A copy of the QCB is in Appendix C of this manual.

Detailed instructions for using each of these parts are provided throughout the manual.

NAEP 2008 ARTS ASSESSMENT QUALITY CONTROL BOOKLET

School Information

School ID #: 122-122-1 Region: FL Area: 1
 Assessment Date: 2/11
 School Name: APEX MIDDLE SCHOOL
 School Address: 12399 EASTERN AVENUE
 MIAMI, FL 33157
 Telephone # (305) 755-5234
 Principal: MARILYN BERNARD
 School Coordinator: SAM STEWART
 Telephone # (305) 755-2348
 Sessions: M10801
 V10801
 Student Sampling Summary Report? No

Contact Summary

PAV Conducted By:

Donna Smith

Date PAV Completed:

1/16/08

Assigned AAs:

Amy Andrews

Rebecca Summers

Schedule for Regular Assessment Sessions

Session #	# of Students	Date	Time	Location	Assigned AA
M10801	22	2/11/08	8:35	Cafeteria	Amy Andrews
V10801	23	2/11/08	8:35	Library	Rebecca Summers

Schedule for Accommodation Sessions

Group #	# of Students	Date	Time	Location	Assigned AA
1	3	2/11/08	12:30	Rm 105	Rebecca Summers
2	2	2/11/08	12:30	Rm 11B	Amy Andrews

K. Administration Schedule

1. The Critical Role of the Administration Schedule in the NAEP Process

The Administration Schedule is a form used throughout the three stages of the NAEP process: preassessment, assessment, and post-assessment. It is the only document that links students selected for the NAEP sample to their demographic data and their performance on the assessment. The importance of the Administration Schedule is revealed through an examination of the following:

- the role of the Administration Schedule during the preassessment activities,
- the role of the Administration Schedule on assessment day, and
- the role of the Administration Schedule after the assessment.

The process can be seen on page 3.21 of this manual. A sample Administration Schedule is shown on page 3.22.

Role of the Administration Schedule During the Preassessment Activities

After the sample has been selected for each school, the student names and demographic data are either preprinted or written on the Administration Schedule. The Administration Schedule then becomes the primary document used to prepare for the assessment. During the preassessment visit, you will review the student demographic data with the school coordinator and verify that the data are correct. You will also collect any missing student demographic data.



Impacts Statistical Validity

The Administration Schedule data verified during the preassessment visit plays a key role in analysis and reporting.

The accuracy of the student demographic data is extremely important. The key reporting variables for the final NAEP assessment results are all obtained from the Administration Schedule. These variables include date of birth, gender, race/ethnicity, SD and/or ELL status, and NSLP status.

Consequently, if incorrect or missing student demographic data are shown on the Administration Schedule and not corrected during the preassessment visit, the validity of the NAEP reports is jeopardized.

After the preassessment visit, your team of AAs will use the Administration Schedule to prepare the assessment booklets.

The Role of the Administration Schedule on Assessment Day

The Administration Schedule, updated during the preassessment visit, will be used to distribute and collect the assessment booklets. It is important that each selected student receives the booklet assigned to him/her on the Administration Schedule. The correct distribution of booklets maintains the integrity of the assessment by ensuring that the students are assessed in their assigned subject and the scored assessment booklets are ultimately linked to the correct students' demographic data.

The final Administration Codes for the selected students are entered on the Administration Schedule. These codes are used to produce student participation reports that list the number of students assessed, absent, withdrawn/ineligible, and excluded, as well as the number of refusals.

The Role of the Administration Schedule After the Assessment

After the assessment, the completed Administration Schedules (with student names removed) will be sent to Pearson along with the completed assessment booklets and other materials. Pearson will scan the Administration Schedules, score the assessment booklets, and send the results to Educational Testing Service (ETS). ETS will analyze them to link the scores and demographic data from the Administration Schedule to provide subgroup results for the nation and the states. The NAEP results for the nation include reports by gender, race/ethnicity, students classified as SD and/or ELL, and NSLP status.

Examples of how the Administration Schedule data were reported from the NAEP 2005 assessment are shown below.

Example of Reported Administration Schedule Data for 2005

	Grades	
	4	8
Score gaps		
Females - Males	6	10

Females Outscored Males in NAEP 2005 Reading

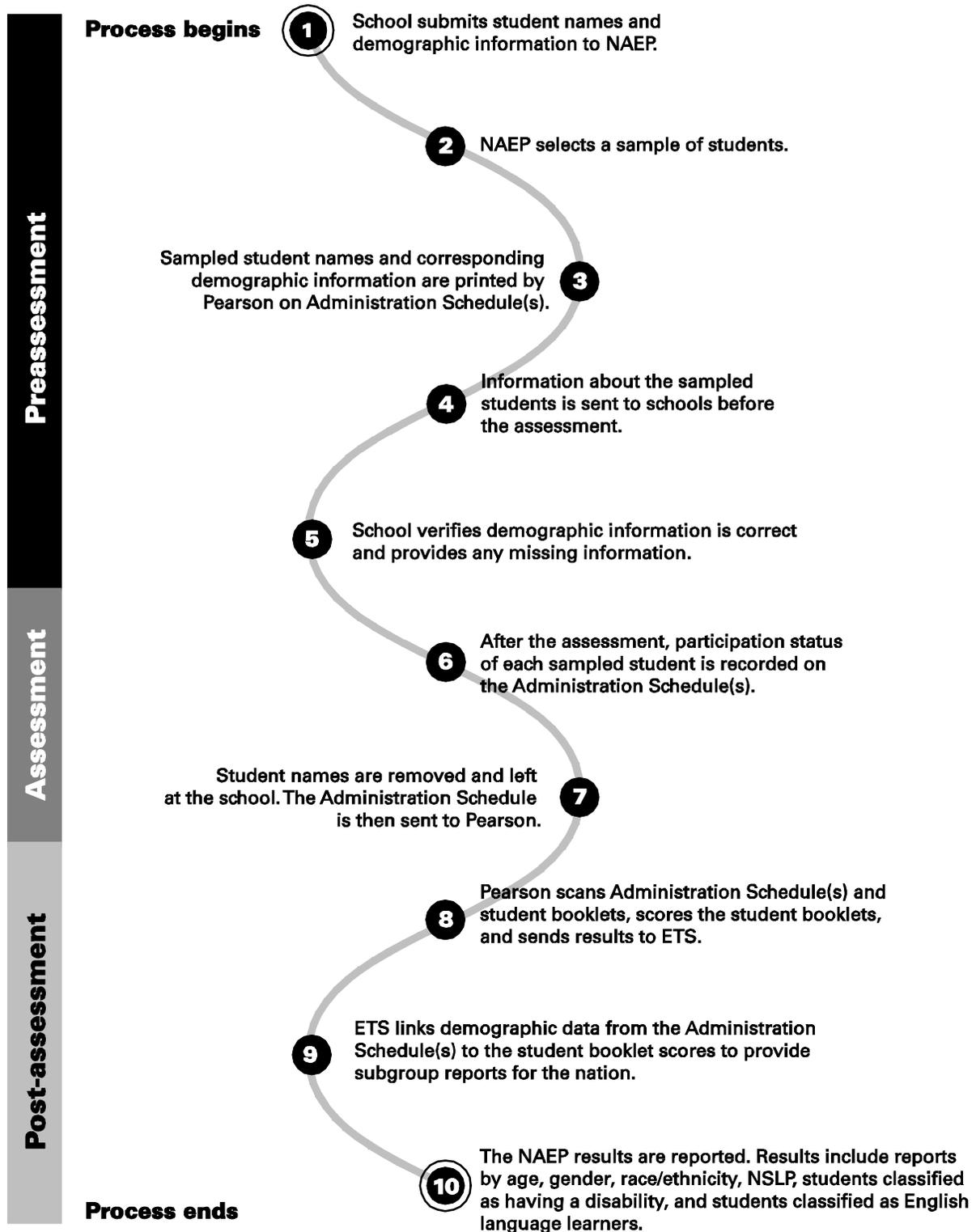
In 2005, female students scored higher than male students in reading, by 6 points at grade 4 and by 10 points at grade 8.

	Year	
	'90	'05
Percent at or above Basic level, Black 4th Graders	18	73

Percentage of Black Fourth-Graders Scoring at or Above Basic in Mathematics Quadrupled

The percentage of Black fourth-grade students at or above the Basic level in mathematics quadrupled from 18 percent in 1990 to 73 percent in 2005.

NAEP Administration Schedule Process



The NAEP School Identification (ID) Number

This seven-digit number is unique for each school. It is usually preprinted on the Administration Schedule and should be recorded on all NAEP materials for that school. The structure for this number is as follows:

The first two digits are the numeric Federal Information Processing Standard (FIPS) code for the state or jurisdiction.

The third digit is the age designation.

- 1 = Grade 4
- 2 = Grade 8
- 3 = Grade 12

122-122-1

The fourth, fifth, and sixth digits are a sequential number within the state and grade that identify originally sampled versus substitute schools:

- 001-499 = Original
- 501-999 = Substitute

The seventh digit indicates which project the school has been sampled for and whether public or nonpublic.

- 0 = Long-Term Trend, Public
- 1 = Arts, Public
- 2 = Field Test, Public
- 3 = Science Online, Public
- 5 = Long-Term Trend, Nonpublic
- 6 = Arts, Nonpublic
- 7 = Field Test, Nonpublic
- 8 = Science Online, Nonpublic

For example, a school with NAEP ID **4821011** is in Texas, grade 8, number 101, original sampled public school for Arts.

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		

The Session Number

For each subject there are eight Session Numbers—one for each session type, which corresponds to a particular booklet. The Session Number consists of one letter and five numbers. The letter indicates the subject—Music (M) or Visual Arts (V).

The first digit indicates whether it is a music or visual arts session.

The third and fourth digits indicate the grade being tested.

M10801

The fifth and sixth digits identify the session.

The second digit indicates the booklet type (1-8)

Next to the subject indicator will be one numeral corresponding to the session type/booklet number (see chart below). All students in the same session will receive the same booklet.

Subject Indicator	Session Type	Booklet #
M (Music)	1	741
M	2	742
M	3	743
M	4	744
M	5	745
M	6	746
M	7	747
M	8	748
V (Visual Arts)	1	761
V	2	762
V	3	763
V	4	764
V	5	765
V	6	766
V	7	767
V	8	768

The next two numerals are 08. This is the grade indicator. The last two numerals are used to identify the session. This will usually be 01 as there likely will be only one session in a school of a particular type. For example, a grade 8 public school with one music and one visual arts session would have two Administration Schedules: one Administration Schedule for a music session and the second for a visual arts session.

The Columns of the Administration Schedule

The chart below and the example Administration Schedule on the next page detail the purpose of each column on the Administration Schedule.

Column	Title	Use
A	Atten. (for "attendance")	To indicate whether a student was present or absent for the assessment.
B	Student Name	To list the names of the students selected for the assessment.
C	Homeroom or Other Locator	To help locate the selected students on assessment day. This column is followed by a perforated line, so student names can be removed before the Administration Schedule is sent to NAEP after the assessment. Due to NAEP's pledge of confidentiality, under no circumstances should a student's name appear on any assessment materials leaving the school.
D	Line #/Subject	To indicate the subject of each student's assessment booklet: "M" for music, or "V" for visual arts.
E	Birth Date	To indicate each student's month and year of birth.
F	Sex	To indicate each student's gender.
G	Race/Eth.	To indicate each student's race/ethnicity. The codes used in this column are printed in the upper-left corner of the form.
H	School Lunch	To indicate each student's eligibility status in the National School Lunch Program (NSLP). The codes used in this column are printed in the upper-left corner of the form.
I	SD	To indicate each student's disability status. The codes used in this column are printed in the upper-left corner of the form.
J	Final SD Code	To record a student's SD status if it has changed since it was originally recorded.
K	ELL	To indicate each student's English language learner status. The codes used in this column are printed in the upper-left corner of the form.
L	Final ELL Code	To record a student's ELL status if it has changed since it was originally recorded.
M	New Enrollee	To identify whether a student was in the original sample or selected from the list of new enrollees during the preassessment visit.
N	Original Booklet ID #	To indicate the assessment booklet the student must receive. Each student has been assigned an assessment booklet with a unique booklet ID #, which is used to track the booklet from the time it leaves the Pearson warehouse until it is returned and processed.
O	Accommodation Booklet ID #	To record when a student identified as SD or ELL must be reassigned a separate accommodation booklet (not all accommodated students require a separate accommodation booklet).
P	Accom. (for Accommodation) Code	To record each student's accommodation status.
Q	Admin. Code	To record each student's participation status. The two-digit Administration Codes used in this column are listed along the right side of the Administration Schedule in column R.
R	Administration Codes	To reference the two-digit Administration Codes needed in column Q.

This form must be completed in No. 2 pencil.

Personnel Use Only

NAEP
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

2008 Arts Administration Schedule

School #: 122-122-1 Grade: 8
 Original session scheduled for: Day/Date: Monday, Feb. 11
 Time: 8:35 Location: Cafeteria
 Makeup session scheduled for: Day/Date: _____
 Time: _____ Location: _____
 If Makeup Needed: Makeup Held Makeup Not Held

Bundle #'s: 00001, 00002

Session Number: M10801

Original Sample: 22
 # Withdrawn & Ineligible (Admin. Codes 51, 54 & 55): _____
 # Excluded (Admin. Codes 60-66): _____
 # Absent (Admin. Codes 40-45, & 48): _____
 # Refused (Admin. Codes 46, 47 & 49): _____
 # Assessed (Original Session): _____
 # Assessed (Makeup Session): _____
 TO BE ASSESSED: _____
 TOTAL ASSESSED: _____

"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	"J"	"K"	"L"	"M"	"N"	"O"	"P"	"Q"	"R"	"S"	
Area (7/7A)	Student Name	Homeless or Foster Care	Line of Subject	Month	Year	Sex	Race	Hispanic	ELL	ELL	ELL	ELL	ELL	Original Booklet ID #	Accommodation Booklet ID #	Assess. Code	Admin. Code	Administration Codes	
01	Abate, Mark	101	01	M	0	4	9	3	1	1	1	4	2	2	741 000293 4		01	1	10 - In session full time 11 - No response to booklet 12 - In session part time 13 - Absent 14 - Other, specify on cover
02	Alto, Susan	101	02	M	0	2	9	3	2	3	1	1	2	2	741 054006 9		02	1	20 - In session full time 21 - No response to booklet 22 - In session part time 23 - Absent 24 - Other, specify on cover
03	Bates, Tim	101	03	M	0	6	9	4	1	1	2	4	2	2	741 005241 1		03	1	40 - Temporary 41 - Long-term 42 - Suspended 43 - Suspended 44 - In session, not assessed 45 - Accommodation scheduling problem 46 - Student absent 47 - Other, specify on cover 48 - Student held at school
04	Bostwick, Carol	101	04	M	1	0	9	4	2	1	1	4	2	2	741 000043 8		04	1	51 - Withdrawn/Ineligible 52 - Unassessed Book Examined 53 - Ineligible, reason other than response 54 - Ineligible, other 55 - Ineligible, other
05	Burns, Kimberly	101	05	M	1	1	9	4	2	2	1	1	2	2	741 006922 1		05	3	60 - Excluded 61 - Excluded 62 - Excluded 63 - Excluded 64 - Excluded 65 - Excluded 66 - Excluded
06	Coleman, April	232	06	M	0	9	9	4	2	5	1	4	2	2	741 000841 2		06	1	REASONS FOR EXCLUSION 67 - Excluded, reason other than response 68 - Excluded, other 69 - Excluded, other 70 - Excluded, other
07	Cruz, Marisol	232	07	M	0	1	9	3	2	3	3	4	1	2	741 043569 2		07	1	
08	Davis, Tyrone	232	08	M	0	5	9	4	1	2	1	4	2	2	741 005301 1		08	1	
09	Dempey, Julia	232	09	M	0	7	9	4	2	2	1	4	2	2	741 210021 3		09	4	
10	Fairchild, Michael	110	10	M	0	9	9	4	1	1	1	3	2	2	741 210001 6		10	1	
11	Guzman, Pedro	110	11	M	1	2	9	4	1	3	2	4	1	2	741 073201 2		11	1	
12	Kwon, Sang	110	12	M	1	0	9	4	1	4	1	4	1	2	741 002407 7		12	1	
13	Lipsky, Daniel	110	13	M	0	6	9	4	1	1	1	4	2	2	741 000031 9		13	1	
14	Lundy, Christina	110	14	M	0	2	9	3	2	1	1	2	2	2	741 076206 0		14	2	
15	Masters, Tina	252	15	M	1	0	9	4	2	5	1	4	2	2	741 076206 5		15	1	

The Summary Box

The summary box (the long rectangular box below the school information boxes) is used to summarize attendance data that you will record in column Q after the assessment. The formula in this box calculates the total number of students assessed.

