

## M. New Enrollee Listing Form and Instructions for Sampling New Enrollees

The New Enrollee Listing Form will be used by you to record the names and demographic information of the students who are currently enrolled at the school but not on the list of students submitted to NAEP for sampling.

From the list of students on the New Enrollee Listing Form, you will select a sample of students during the preassessment visit using the school-specific Instructions for Sampling New Enrollees. This form (shown on the next page) provides the following information:

- Step-by-step instructions for using the New Enrollee Listing Form and the Instructions for Sampling New Enrollees.
- A set of line numbers used to select the students for the assessment.

Specific instructions for using these documents to select the new enrollee sample are provided in chapter 7, and in the QCB.



### Impacts Statistical Validity

The new enrollee sample ensures that all eligible students in the sampled schools have a chance to be selected.

School name & ID: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

**NAEP 2008 Arts Assessment  
NEW ENROLLEE LISTING FORM**

**Directions:** Obtain a list of the currently enrolled 8<sup>th</sup> grade students from the school coordinator and compare it to the list that was submitted for sampling. Below, record the names and demographic information of those students whose names are on the list of currently enrolled students, but are NOT on the list from which the sample was selected.

Using the *Instructions for Sampling New Enrollees*, select the sample of these students. Record the appropriate session abbreviation in the "Sampled" column for those students who have been sampled. Write their names and demographic data on the appropriate Administration Schedule remembering to enter a "1" in column M since these are considered new enrollees.

(NAEP codes for student background variables are listed on the reverse side)

B- Student Name	C- Home- room	E- Birth Date (MM/YYYY)	F- Sex	G- Race/ Eth.	H- NSLP status	I- SD	K- ELL	M- New En.	For Sampling Use Only	
									Line No.*	Sampled for session
									1	
									2	
									3	
									4	
									5	
									6	
									7	
									8	
									9	
									10	
									11	
									12	
									13	
									14	
									15	
									16	
									17	
									18	
									19	
									20	

\*REMEMBER TO RENUMBER THE LINE NUMBERS IF YOU NEED EXTRA PAGES  
Code all students sampled from this list as new enrollees by entering a "1" in column M of the Administration Schedule.

6/18/2007

NAEP's categories and codes for student background variables are listed below.

**Sex:**

- 1-Male
- 2-Female

**Race/Ethnicity:**

- 1-**White, not Hispanic:** A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East.
- 2-**Black, not Hispanic:** A person having origins in any of the Black peoples of Africa.
- 3-**Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race.
- 4-**Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the original peoples of the Pacific Islands. These areas include, for example, China, Japan, India, Korea, the Philippine Islands, Samoa, and Hawaii.
- 5-**American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- 6-**Other:** A person who identifies with more than one of the first five categories or has a background other than the ones listed.
- 7- School does not collect this information. (Available for non-public schools only.)
- 9- Information unavailable at this time.

**National School Lunch Program (NSLP):**

- 1- Student not eligible
- 2- Free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch". If it is not possible to distinguish between "free" and "reduced price" for some students, code these students as being eligible for free lunch.
- 3- Reduced price lunch
- 4- School not participating
- 5- School refused to provide information
- 9- Information unavailable at this time

**Students with Disability (SD) (Students having an Individualized Education Program (IEP), 504 plan, or equivalent classification for reasons other than being gifted and talented):**

- 1 - Yes, IEP. If it is not possible to distinguish between "Yes, IEP" and "Yes, 504" for some students, code these students as Yes, IEP.
- 2 - Yes, 504
- 3 - Yes, IEP or 504 in process
- 4 - No, not SD
- 9 - Information unavailable at this time

**English Language Learners (ELL) (Students classified by the school as English language learners or limited English proficient):**

- 1 - Yes, ELL
- 2 - No, not ELL
- 3 - Formerly ELL (monitored for AYP reporting). If a student has achieved full English proficiency within the previous 2 years and the state includes formerly ELL students in its AYP reports, the student may be coded as "formerly ELL."
- 9 - Information unavailable at this time

New enrollees: Remember to code all students sampled from this list as new enrollees by entering a "1" in column M of the Administration Schedule.

## Example of Instructions for Sampling New Enrollees

School Name: West Junior High School

1:15PM

School ID: 9920161

10/8/2007

### NAEP2008 INSTRUCTIONS FOR SAMPLING NEW ENROLLEES - ARTS

1. Obtain from the school coordinator a list of all students in the sampled grade.
2. Compare the list of currently enrolled students to the list of students from which the sample was selected. Highlight the names of eligible students on the list of currently enrolled students that are not on the list from which the sample was selected.
3. Copy the highlighted student names from the list of currently enrolled students on the New Enrollee Listing Form.
4. Note the line number of the last student listed on the New Enrollee Listing Form. If there are more student names than line numbers below, call your field manager for directions before proceeding.
5. Sampling new enrollees.

#### M2 session

To identify the students selected for the assessment, enter an M2 next to the line numbers listed below on the New Enrollee Listing Form in the column headed 'Sampled':

1, 11, 22, 32, 42, 52, 63, 73, 83, 94, 104, 114, 124, 135, 145

155, 166, 176

#### V2 session

To identify the students selected for the assessment, enter an V2 next to the line numbers listed below on the New Enrollee Listing Form in the column headed 'Sampled':

6, 16, 27, 37, 47, 58, 68, 78, 88, 99, 109, 119, 130, 140, 150

160, 171

Many line numbers have been provided. This should be more than enough; in fact, you may only need to use the first few line numbers.

6. After sampling is completed, copy the sampled students' names and other demographic data onto the appropriate Administration Schedule.
7. Enter a "1" in column M ("New Enrollee") of the Administration Schedule for each selected newly enrolled student.
8. Remind the school coordinator that the parents of all sampled newly enrolled students must be notified about the assessment before they can be assessed.
9. Store the New Enrollee Listing Form and these Instructions in the school folder.

## N. E-File Roster

It's important that NAEP is statistically valid and one way to ensure this validity is to make sure that all eligible students have a chance to be selected to participate in NAEP, particularly those who have enrolled in the school between the time the list of students was submitted for sampling and the preassessment visit. The E-File Roster is a list of all the school's students submitted for sampling. It contains each student's name and all the demographic variables that were submitted for each student on the student list.

At the preassessment visit, you will compare this list to the list of currently enrolled students provided by the school coordinator in order to identify newly enrolled students. Once you have completed the preassessment visit, you should store the E-File Roster in the NAEP Storage Envelope. The students' names should not leave the school after the preassessment visit.

NAEP-2008/ARTS E-FILE STUDENT ROSTER										
October 08, 2007										
Carleton Middle School 9920151										
-D-	-B-	-C-	-E-		-F-	-G-	-H-	-I-	-K-	
LINE #	STUDENT NAME	HOME ROOM	MOB	YOB	SEX	RACE/ ETHNICITY	NSLP	SD	ELL	
1	ABDO, DENA NULL		4	1996	2	1	1	2	2	
2	ABEYTA, VALTRINA		11	1995	2	5	2	1	2	
3	ADAKAI, TARALYN BLAINE		2	1996	2	5	2	2	2	
4	ADAMS, CHRISTINE L		7	1996	2	5	2	2	2	
5	ADAMS, LEONA M		7	1996	2	5	2	2	2	
6	ALBERT, JOSEPH S		5	1996	1	5	2	2	2	
7	ALHARAZI, NAWAL		2	1996	2	5	1	2	2	
8	ALKIRE, ISIAH J		10	1995	1	5	2	2	2	
9	ALSTROM, PETE A		9	1994	1	5	1	1	2	
10	AMERICAN HORSE, REBEKAH		11	1995	2	5	2	1	1	
11	ANCHETA, NOAH-RICHARD		5	1996	1	5	2	2	2	
12	ANDERSON, BRYANNE R		1	1995	2	5	2	2	2	
13	ANDERSON, LEE		1	1996	1	5	2	2	1	
14	ARNOLD, ADRIANNA NICOLETTE		12	1995	2	5	2	1	1	
15	AUSTIN, BRIAN ROY		10	1995	1	5	2	2	2	
16	BAILEY, KHYRE		12	1995	1	5	2	2	2	
17	BARRAZA, JOE A		3	1995	1	5	2	2	2	
18	BARSTAD, COTY		12	1995	1	5	3	2	2	
19	BEGAY-COLQUHOUN, MELISSA CHEYENN		2	1995	2	5	2	2	2	
20	BENALLY, SILVILINA		8	1996	2	5	2	2	2	
21	BENNER, GREGORY LEROI		9	1995	1	5	2	2	2	
22	BERGE, ALISHA RAE		3	1996	2	5	2	2	2	
23	BEST, KYLA		9	1995	2	5	2	2	2	
24	BIGMAN, JONVIN		3	1995	1	5	2	1	2	
25	BLACK, BRANDI JOE		5	1996	2	5	1	1	2	
26	BONIFACE, CELINE		3	1996	2	5	2	2	2	
27	BRICKELL, JORDYN TYLER		4	1996	2	5	2	1	1	
28	BROWER, TERANCE J		6	1996	1	5	2	2	2	
29	BURCH, ANDREW W.		8	1995	1	5	2	2	2	
30	BURSHIA, CARARILLO		5	1995	1	5	2	1	1	

  

STUDENT DEMOGRAPHIC CODES		
Sex: 1=Male; 2=Female	SD: 1=Yes, IEP; 2=Yes, 504; 3=Yes, IEP/504 plan in process; 4=No, not SD; 9= Information unavailable	ELL: 1=Yes; 2=No; 3=Formerly ELL; 9=Information unavailable
Race/Ethnicity 1=White, not Hispanic 2=Black, not Hispanic 3=Hispanic 4=Asian/Pacific Islander	5=American Indian/Alaska Native 6=Other 7=School does not collect this information 9=Information unavailable	National School Lunch Program (NSLP) 1=Student not eligible 2=Free lunch 3=Reduced price lunch 4=School not participating 9=Information unavailable

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## O. Field Sampling Line Numbers

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When the list of eligible students is submitted for sampling, the sampling program assigns numbers to each of the students and the program selects the appropriate line numbers as the sampled students. The Field Sampling Line Numbers lists the line numbers for that school that the sampling program assigned for that school.

For schools that are E-Filed and e-sampled, the Field Sampling Line Numbers will be downloaded to the SDS in early December and will be available for you to print. For schools that you sample using the SDS, you will print the Field Sampling Line Numbers in order to draw the sample from the numbered hard-copy list of eligible students provided by the school.

The Field Sampling Line Numbers are a good reference, should you need to verify that the correct students were sampled once you are at the school for the preassessment visit.

<b>NAEP 2008 Field Sampling Line Numbers Form - ARTS</b>				<b>1:15PM</b>	
<b>School ID:</b>	<b>9920161</b>	<b>Region:</b>	<b>TS-1</b>	<b>Area: 1</b>	<b>10/8/2007</b>
<b>School Name:</b>	West Junior High School				
<b>School Address:</b>	130 N 6th St Farmington, TS 12345				
<b>Year-round School: No</b>					
35 students were sampled from 180 listed by this School.					
<b>Students Selected for the Sample</b>					
<b>M2 session</b>					
Using the line numbers listed below, record an M2 next to the student's line number to indicate that the student has been selected for the assessment.					
6, 16, 27, 37, 47, 58, 68, 78, 88, 99, 109, 119, 130, 140, 150 160, 171					
<b>V2 session</b>					
Using the line numbers listed below, record an V2 next to the student's line number to indicate that the student has been selected for the assessment.					
1, 11, 22, 32, 42, 52, 63, 73, 83, 94, 104, 114, 124, 135, 145 155, 166, 176					

## P. Student Sampling Summary Report

NAEP is committed to providing data of the highest statistical quality. Generally, this begins with the school and student samples that NAEP uses. Westat, as the sampling contractor, draws both the school sample and the student samples using the lists of eligible students submitted by schools, districts, and states. When those student lists are submitted by E-Filing, the lists are run through a series of data checks to verify the quality of the submission. If the checks identify questions or issues, messages are displayed to the E-Fileers to give them an opportunity to correct or verify the submitted data.

For all schools that submitted an E-File, we have developed a Student Sampling Summary Report, shown below, which summarizes the online data checks that each school received. This report should be included in the School Folder, and you should review it with the school coordinator. In some cases, you will not need to address the issues with the school coordinator, while in other cases you should review the issues and attempt to resolve them with the school coordinator. In all cases, review the proper course of action with your field manager. He or she will tell you which issues you will need to discuss with the school and which you do not. Appendix D contains a summary of the error messages that could be printed on the Student Sampling Summary Report.

Student Sampling Summary Report: SSSR Run Date: 27JUL2007 Verify student data against any statements below.		
Data to be verified: <a href="#">Print SSSR Results</a>	Corrected on Admin Schedule	Verified with Sch. Coord. as correct
98.4% of the students are shown as English Language Learners. -Data for this school filed in a previous year shows 0.0% English Language Learners.	<input type="checkbox"/>	<input type="checkbox"/>
0.0% of the students are shown as eligible for free or reduced price lunch. -Data for this school filed in a previous year shows 83.3% eligible for free or reduced price lunch.	<input type="checkbox"/>	<input type="checkbox"/>
The race/ethnicity data composition of the students differs substantially from the data on file for this school.	<input type="checkbox"/>	<input type="checkbox"/>

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## Q. Certificates of Appreciation (School and Student)

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### 1. Student Appreciation Certificates

NAEP has created Student Appreciation Certificates as a way to thank each student for his/her participation. You will give a supply of these certificates to the school coordinator during the preassessment visit to use as appointment cards for the students.



## 2. School Certificate of Appreciation

The School Certificate of Appreciation has been created as a way to thank the school for its cooperation and effort in helping to make NAEP a success. It is printed in color on 8 ½” by 11” paper and is inserted in an attractive folder. It is suitable for framing, and many schools hang it on their walls.

You will present the school certificate to the school coordinator at the conclusion of the School Coordinator Debriefing Interview on assessment day.



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## **R. Private School Recruitment Documents**

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Private school recruitment begins several months before public schools are even notified about being selected for NAEP by a team called gaining cooperation supervisors (GCSV). Once a gaining cooperation recruiter is assigned schools, the first thing he or she must do is create a School Folder for each school. The School Folder is the central place to record correspondence, track materials, and update contact information, among other things. This section contains a description of the documents in the private School Folder and what steps, if any, you need to take in completing these forms.

The private School Folders contain several forms and pieces of information that are developed specifically for private school recruitment and are not found in the public School Folders. While all of these forms are for your reference only, you are encouraged to carefully familiarize yourself with the information contained in these forms and note any specific requirements the GCSV notes in the School Folder. At the end of the assessment period, the Westat home office staff analyzes these documents to develop and improve recruitment strategies for securing private school participation in NAEP. The GCSV is expected to communicate with you any special circumstances related to the private school prior to the preassessment visit and will ask you to take out these forms and review them together.

### **1. Private School Log**

The log is the first document you need to locate in a private School Folder. At the top of the page is preprinted information related to the school such as NAEP ID, school address, and principal name. There is one log per School Folder. You will also find information related to the history of participation for the past six rounds of NAEP; the affiliation of the school; and up to three professional association memberships.

Pay close attention to the section titled "Special Instructions." The GCSV who passes on the School Folder is responsible for relaying special requests made by the school coordinator such as dress code for assessment day or perhaps a request to have an all female or male NAEP staff administer the assessment. It is also quite possible that a school coordinator will specifically ask not to E-File, but to complete sampling during the preassessment visit and you will know these requests by reviewing the log. The GCSV will also include any other sensitive information related to the preassessment visit or assessment day. Sometimes private school coordinators need reassurance of confidentiality. Most likely the GCSV will communicate this information to you, but if you have any questions please contact the GCSV.

### **2. School Data Collection Forms**

The School Data Collection Form is the document GCSVs use to structure the conversation with the principal/school coordinator and record assessment arrangements. There are two versions of the School Data Collection Form—one for nonpublic schools and one for Catholic schools. The Catholic school version was used by GCSVs to confirm the district superintendent had received the list of Catholic schools sampled for NAEP, and to verify

and update the diocese contact information. The nonpublic school version of the School Data Collection Form was used by any other private school sampled, except for Catholic. This form was used to discuss any questions the school decisionmaker had, record the school coordinator information, discuss enrollment, and indicate the school's preference when providing the list of eligible students. This form will be for reference only. If you find a School Data Collection Form is not filled out, you should contact the GCSV who gave you the School Folder for directions, he/she may ask you to collect the information, although this should be a rare request.

### **3. Gaining Cooperation Tracking Form**

The Gaining Cooperation Tracking Form is a blue document stapled to the inside of the private School Folder and is for your reference only. Sometimes several gaining cooperation recruiters work on a specific school, and this form was created with the intention of reducing misplaced folders among private school field staff. The School Folder will remain with the primary GCSV from the beginning of recruitment until it is handed to you. The primary GCSV is listed on the top of this form and is the contact person for questions related to this private school.

### **4. Materials Checklist**

The purpose of the materials checklist is to track the materials GCSVs use when customizing mailings and contacting schools. GCSVs have a variety of materials, endorsement letters, and adaptable letters available when recruiting private schools and this checklist is a record of these materials. If you find school staff commenting on any of the NAEP private school materials, make a note in the notes boxes on this form because we are interested in the reactions of the school staff to the materials. This form serves as a helpful reference to know if the school coordinator references any of these materials.

### **5. The Internet Search Form**

The Internet Search Form was developed for recruiters to learn about the private schools in their assignments and then reference the information to create a more personalized approach when discussing NAEP with a principal. GCSVs find that by highlighting school achievements, this helps generate positive rapport with school staff and segues into a discussion about why participation in NAEP is important for private schools. If you want to learn more about a private school you are going to visit for NAEP, review this document to find out facts, mission statements or goals, and student and staff achievements.

### **6. Special Situation Form**

Not all School Folders will have a Special Situation Form, but if your School Folder has one, there will be information about special assessment day requests, such as if a school wants to assess all students in the sample grade/age, or if a school coordinator refuses the assessment because of the subject, etc. There will also be a flag in the School Control System indicating if a form was filled out for this school. The GCSV is responsible for alerting you to any special situation a school coordinator requests.

**NARP 2008  
SPECIAL SITUATION FORM**

SCHOOL NAME: \_\_\_\_\_  
 SCHOOL ID: \_\_\_\_\_ DATE: \_\_\_\_\_  
 RESEARCHER: \_\_\_\_\_ ASSESSMENT DATE: \_\_\_\_\_  
 FIELD MANAGER: \_\_\_\_\_ TERR/REG/AREA: \_\_\_\_\_

assessments to be conducted and/or the number of students to be assessed in this school below:

see all grade/age-eligible students.  
 (Severely sensitive than number assigned.  
 If it refused, all students in that section should be coded with Administration  
 subject refused by school)

**INTERNET SEARCH RESULTS**

NARP ID \_\_\_\_\_ School name \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Types of students (i.e. all boys or girls, special needs): \_\_\_\_\_

Grade assess or grade enrollment information:

**GAINING COOPERATION TRACKING FORM**

This form stays with the folder and is completed by the Primary Gaining Cooperation Supervisor. Supervisors are responsible for returning the school folder, with this form to the Field Manager at the end of the assessment.

**MATERIALS CHECKLIST FOR SCHOOL FOLDERS**

The purpose of the materials checklist is to track the materials used to customize mailings and outreach schools. Please complete this form for every school and place it in the school folder. Also, please make copies of any small correspondence to keep in the school folder. Finally, we are interested in the reactions of school staff to the materials, if something stands out whether positive or negative about the materials, write it down.

How to use the checklist: Once you customize your mailing, take a few minutes to indicate the materials you included in the FoSR Envelope. Use the code in the box below and write in next to the corresponding material or letter used.

Code  
 1 = First Mailing  
 2 = Second Mailing  
 CV = Conversion Visit  
 FAV = Follow-up Visit  
 A = Assessment  
 B = Other, explain:

- NARP ID \_\_\_\_\_  
 SV Name \_\_\_\_\_
- Customized Letters**  
 Selected to participate Non  
 Private School Coordinator  
 Difficult to Reach Principals  
 Refused principal: Minnie  
 Refused principal: Carmen  
 Board of Education  
 School Coordinator Contact  
 SV Direct to Teacher  
 SC to Teacher  
 School Coordinator  
 Diocese Support  
 Admin Letter  
 I created another letter (des)

Endorsement Letters - R

Supervisor: \_\_\_\_\_ Territory: \_\_\_\_\_ Region: \_\_\_\_\_

**NARP 2007-2008 NONPUBLIC SCHOOL DATA COLLECTION**

PLACE PREPRINTED SCHOOL LABEL HERE MAKE CORRECTIONS HERE

NARP ID # \_\_\_\_\_  
 NPSchool Registration ID # \_\_\_\_\_  
 Diocese \_\_\_\_\_  
 School Principal \_\_\_\_\_  
 School Name \_\_\_\_\_  
 School Address \_\_\_\_\_  
 School Telephone \_\_\_\_\_  
 Grade(s) Served \_\_\_\_\_  
 Assessment Date \_\_\_\_\_  
 Affiliation \_\_\_\_\_  
 Estimated # of Sampled Students \_\_\_\_\_  
 Non Public School Survey (Yes/No) \_\_\_\_\_  
 Territory/Region/Area \_\_\_\_\_

- 1. PRIOR TO MAKING INITIAL COOPERATION CONTACT**
- What is the study the school has been selected to participate in?
  - ARTS
  - Review Private School Log and Internet Research?
  - Determine if you need to fill out the Nonpublic School Data Collection?
  - Have the appropriate NARP 2008 Nonpublic School Data Collection materials on hand.
- 2. DURING THE FOLLOWING WEEK PRIOR TO ASSESSMENT**
- Confirm receipt of information package. If not received.
  - Discuss the study from the point of view of survey material, review the study and logistics to ask if the SC needs another set of materials?
  - Obtain school coordinator information.
- \*Name: \_\_\_\_\_  
 \*Telephone: \_\_\_\_\_

Diocese Name \_\_\_\_\_ Territory: \_\_\_\_\_ Region: \_\_\_\_\_ Area: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**NARP 2007-2008 ENDORSEMENT DATA COLLECTION FORM**

PLACE PREPRINTED ENDORSEMENT LABEL HERE MAKE CORRECTIONS IF THIS COLUMN AND ENTER IN FOR AN APPROXIMATE

ENDORSEMENT # \_\_\_\_\_  
 ENDORSEMENT DATE \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_  
 GC REGION \_\_\_\_\_  
 SUPERVISOR \_\_\_\_\_  
 DATE FOLDER RECEIVED \_\_\_\_\_  
 DATE FOLDER RETURNED \_\_\_\_\_  
 READY TO ALTERNATE \_\_\_\_\_

**PRIVATE SCHOOL LOG**

GC SUPERVISOR \_\_\_\_\_ PA SUPERVISOR \_\_\_\_\_  
 GC REGION # \_\_\_\_\_ PA TWA \_\_\_\_\_

DIocese	IF ELIGIBLE	IF NOT ELIGIBLE
SUPERINTENDENT NAME		
ADDRESS		
CITY/STATE/ZIP		
TELEPHONE		
NARP ID		
BY SCHOOL REGISTRATION		
AFFILIATION		
SCHOOL NAME		
PRINCIPAL NAME		
SCHOOL ADDRESS		
CITY/STATE/ZIP		
TELEPHONE		

ASSESSMENT TYPE: (ARTS / LIT / FT)  
 SELECTED GRAD/REG/AREA  
 REASON FOR ASSESSMENT DATE

ENDORSEMENT 1 \_\_\_\_\_  
 ENDORSEMENT 2 \_\_\_\_\_  
 ENDORSEMENT 3 \_\_\_\_\_

DISP 2007 \_\_\_\_\_  
 DISP 2008 \_\_\_\_\_  
 DISP 2009 \_\_\_\_\_  
 DISP 2004 \_\_\_\_\_  
 DISP 2003 \_\_\_\_\_  
 DISP 2002 \_\_\_\_\_

(NOT SELECTED) COOPERATING/REFUSED/INELIGIBLE

HEAD ADMINISTRATOR (if not principal) \_\_\_\_\_  
 ADMINISTRATOR TELEPHONE: \_\_\_\_\_

IF SCHOOL NOT ELIGIBLE CHECK REASON: (document in file)  
 HAS SAMPLED GRADE, BUT NO ELIGIBLE STUDENTS  
 CLOSED  
 NOT A REGULAR SCHOOL  
 OTHER INELIGIBLE

## S. Teacher Notification Letter

The Teacher Notification Letter is provided for the school coordinator to use to inform the teachers of students selected for the assessment. You will provide the school coordinator with a copy of this letter during the preassessment visit. School officials can copy or modify this letter as they wish and distribute it to all teachers of students who will be participating in the assessment.

**NAEP 2008 ARTS ASSESSMENT—TEACHER NOTIFICATION LETTER**

Date: \_\_\_\_\_

TO: Grade 8 Teachers

FROM: \_\_\_\_\_, NAEP Representative

SUBJECT: National Assessment of Educational Progress (NAEP) Arts Assessment

Thank you for the excellent work that you and your students have invested in learning and achievement. We are pleased that students from your school have been selected to represent hundreds of thousands of students across our country by participating in the 2008 administration of the National Assessment of Educational Progress (NAEP) Arts assessment.

NAEP monitors what American students know and can do in key subject areas at the elementary, middle, and high school levels and provides reliable student achievement profiles to American educators and citizens. NAEP is the only ongoing nationally representative assessment to chart trends in students' achievement across our nation. For more than 35 years, NAEP has been successful because of the support of teachers whose students participated in the assessment.

Each NAEP assessment session will take about 90-120 minutes. The assessments are scheduled for:

SESSION #	DATE	TIME	LOCATION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

It is very important to the results of the study that all students selected for NAEP attend the correct session. The attached list of students indicates the session each student must attend. Please assist us by seeing that students attend the sessions on time.

Please contact your school's NAEP school coordinator for additional information about the assessment. For background information, sample questions, and NAEP publications, please visit the NAEP website at <http://nationsreportcard.gov>.

We look forward to working with you, and we thank you for helping us to show the world the achievement of American students.