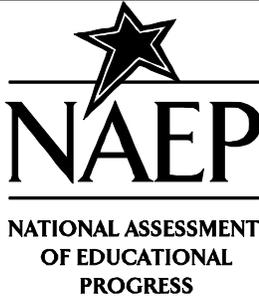


ELL Questionnaire



2008
English Language Learner
(ELL) Questionnaire

Q-990

Directions For School Staff

Complete the questionnaire online* by going to <http://www.naepq.com>

Please complete the questionnaire by: ____ / ____.

This questionnaire is to be completed by the person at your school most knowledgeable about how this student is tested in the state assessment selected below.

This student will be assessed in:

- Math Reading Science

Questions 2-6 and 9 require you to reference the subject the student will be assessed in NAEP. Please respond to those questions based on the subject indicated above.

* If preferred, use a #2 pencil to complete this hardcopy version and return it to the school coordinator.

For NAEP Supervisor Use Only

ELL Confirmation Box

- This student confirmed ELL.
 This student confirmed no longer ELL.

SCHOOL #

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Student Demographic Information

(from columns E and F on Administration Schedule)

Birth Date

Sex

Month	Year			
		1 = Male 2 = Female		

Student Booklet ID

(from column N on Administration Schedule)

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

Session Number Admin Sched

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

Line #



990 - 135167 - 4

DO NOT USE

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2	2	2
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9	9	9

Admin Use On 1y

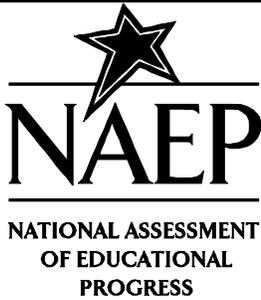
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6	6	6
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8	8	8
9	9	9

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 100 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. 20006-5651.

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. The information you provide is being collected for research purposes only and will be kept strictly confidential. OMB No. 1850-0790 • Approval Expires 05/31/2010 Mark Reflex® forms by Pearson NCS ENI-17XXXX-001:854321 Printed in U.S.A.

Grade 12 School Questionnaire



2008
Grade 12

School
Questionnaire
(School Characteristics and Policies)

Q-969

SCHOOL #

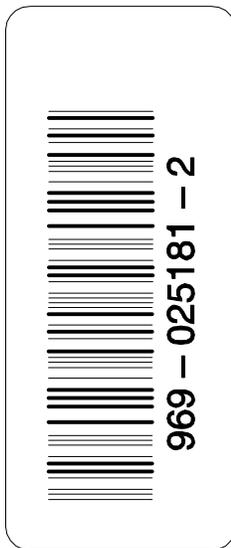
Grid for entering school number: [][][][][][][][][]

Directions For School Staff

Complete the questionnaire online* by going to <http://www.naepq.com>

Please complete the questionnaire by: ____ / ____.

* If preferred, use a #2 pencil to complete this hardcopy version and return it to the school coordinator.



Calculator labeled 'DO NOT USE' with numeric keypad and three empty boxes at the top.

Calculator labeled 'Admin Use On ly' with numeric keypad and three empty boxes at the top.

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 100 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. 20006-5651.

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U.S. Department of Agriculture Letter

Page 2

In accordance with the statute, school food authorities are not *required* to disclose eligibility information. This is a State and local decision.

Sincerely,



FOR
 STANLEY C. GARNETT
 Director
 Child Nutrition Division



United States
 Department of
 Agriculture

DATE: September 15, 2006

Food and
 Nutrition
 Service

MEMO CODE: SP-33-2006

3101 Park
 Center Drive
 Alexandria, VA
 22302-1500

SUBJECT: Affirmation of Policy on Limited Disclosure of Children's Eligibility information to the National Assessment of Educational Progress (NAEP)

TO: Regional Directors
 Special Nutrition Programs
 All Regions

State Agencies
 Child Nutrition Programs
 All States

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.

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.

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.

AN EQUAL OPPORTUNITY EMPLOYER

Parent/Guardian Notification Letter

PARENT/GUARDIAN NOTIFICATION LETTER

NOTE: Please circle: “your child **may be/has been** randomly selected to take the assessment.”

(School Letterhead)

Dear Parent or Guardian:

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.

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 *The Nation's Report Card* which provides reliable student achievement information to educators, parents, and other citizens.

In our school, the NAEP assessment will be given on _____ in (reading, mathematics, science, the arts—*select appropriate subject{s}*). 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.

It will take approximately 90 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).

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.

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).

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!**

Sincerely,

School Principal

Logistics Questionnaire

How should we contact the office from the assessment locations if we need assistance should a student become ill or disruptive?

How should we dismiss students when the assessments and the materials have been collected and accounted for?

So that we may be more sensitive to the needs of your school, please tell us if there have been any traumatic events that have affected your school, students, or community in the past year?

Is there anything scheduled that might interrupt the assessment session, such as a fire drill or assembly?

NAEP 2008 Logistics Questionnaire – Field Test

Please complete the following questions to help us plan for the upcoming NAEP assessment in your school.

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?

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?

Is there a room where the assessment team may work until it is time to go to the assessment locations?

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?

(OVER)

NAEP Storage Envelope



NATIONAL ASSESSMENT
OF EDUCATIONAL
PROGRESS

STORAGE ENVELOPE

(Use for Administration Schedule(s),
Student List(s), and other assessment materials.)

School Coordinator: _____

Your NAEP
Representative: _____

Your NAEP
Representative's Phone: _____

NAEP Help Desk
Phone: 1-800-283-NAEP (6237)
Email: NAEPHelp@Westat.com



School ID 1 2 2 - 1 2 2 - 2
School Name Dixon Middle School
City, State Oakland, FL 32245

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 _____

**Assessment
Date & Time:** _____

**Time NAEP
Team will Arrive:** _____

After June 1 or the end of your school year:

- Complete the NAEP Return Postcard,
- Remove the postcard from this envelope,
- Mail the postcard, and,
- Destroy the contents of this envelope.

H

APPENDIX H. SSSR ERROR MESSAGES

Check #	Variable	Error Message Text
1	Grade	100% of the students on the file you submitted are classified as Grade ____, excluding those students classified as "NA" or "information unavailable at this time." ____% of your students have grade levels outside the expected range for their age.
2	Sex	____% of the students are female and ____% are male. / 100% of the students are female/male. <input type="checkbox"/> Data on file for this school shows ____% female and ____% male. <input type="checkbox"/> Data for this school filed in a previous year shows ____% female and ____% male. <input type="checkbox"/> The first names of the students classified as (male/female) are name commonly given to (males/females).
3	Students with Disabilities (SD)	____% of the students are shown as students with disabilities. / 100% of the students are shown as students with disabilities. <input type="checkbox"/> Data for this school filed in a previous year shows ____% students with disabilities.
4	English language learners (ELL)	____% of the students are shown as English language learners. / 100% of the students are shown as English language learners. <input type="checkbox"/> Data for this school filed in a previous year shows ____% English language learners.
5	National School Lunch Program (NSLP)	____% of the students are shown as eligible for free or reduced price lunch. / 100% of the students are shown as eligible for free or reduced price lunch. <input type="checkbox"/> Data on file for this school shows ____% eligible for free or reduced price lunch. <input type="checkbox"/> Data for this school filed in a previous year shows ____% eligible for free or reduced price lunch. <input type="checkbox"/> The number of students receiving reduced-price lunch is greater than the number of students receiving free lunch.
6	Race	<input type="checkbox"/> The race/ethnicity data composition of the age (9/13/17) students differs substantially from the data on file for this school/data for this school filed in a previous year. <input type="checkbox"/> All of your students are identified as a single race. This differs from the data on file for this school/data for this school filed in a previous year.
7	Race/Name	As a quality control check, please review the race/ethnicity for all students.
8	Enrollment	The number of students on the file you submitted differs substantially from the data on file for this school.



APPENDIX I

Procedures For “Take All” With No Homeroom Indicator

These procedures are for schools in which we are assessing all students and the homeroom indicator was not printed on the Administration Schedule. In most cases, these will be grade 4 schools and the students’ names will be printed on the Administration Schedule(s) in alphabetical order.

This is covered in Procedure 4I1-4I-3 of the QCB.

Once the school coordinator has identified the classroom in which each student should be assessed, the QCB instructs you to record that information in column **C** of the Administration Schedule. When you and your AAs are preparing the booklets for the week’s upcoming assessments, following these procedures:

- Make one copy of each Administration Schedule for each grade 4 classroom, plus one extra set. For example, if there are three (3) grade 4 classrooms, make four (4) copies of each Administration Schedule.
- Designate one set of each Administration Schedule copy for each classroom. The extra set is for you.
- On each set of Administration Schedule copies, the AAs will highlight each child who belongs in that classroom using a different highlighter color for each classroom. For example, if there are three (3) grade 4 classrooms use a blue highlighter to highlight those students on one set one of the Administration Schedules for Mrs. Smith’s classroom in Room 101. The AAs will use green highlighter on the second set of the Administration Schedules for those students in Mr. Jones’ classroom in Room 102 and use yellow highlighter on the third set of the Administration Schedules for students in Miss Clarke’s classroom in Room 103.
- The AAs will highlight each student on the extra set of Administration Schedules using the appropriate color highlighter for each student. This set of highlighted Administration Schedules is for you.

- Next, have the AAs prepare the booklets in original Administration Schedule order. Be sure to record the Session Number and line number from the original Administration Schedule onto the booklet covers.
- Sort the booklets into the three piles – one for Mrs. Smith (blue highlighter); a second pile for Mr. Jones (green highlighter); and a third pile for Miss Clarke (yellow highlighter).
- Pack the test booklets with the corresponding highlighted set of Administration Schedules in each Session Box for each classroom, making sure that there are enough pencils, calculators, etc. in each box.
- Mark each Session Box with a blue, green or yellow highlighter corresponding to the materials inside.

After the assessments are over, follow these procedures:

- Each AA should code the highlighted students on the set of highlighted Administration Schedules included in his/her Session Box.
- The AA should code the corresponding booklets covers of the students highlighted on the set of highlighted Administration Schedules included in his/her Session Box.
- The AA should sort the coded booklets into piles based on the originally assigned session and put each pile of booklets in line number order (based on the Session Number and line number recorded in the upper-right corner on each booklet).
- The sorted piles from each AA for each session should be combined and each session should be checked against the original Administration Schedule.
- Each Session Box should be packed according to procedure.