

# 5

## PREPARING SCHOOL FOLDERS AND PREASSESSMENT PACKETS

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Conducting the preliminary activities gives you an opportunity to become familiar with the documentation used throughout the assessment process and the schools you will be visiting for the preassessment visit. Preliminary activities, including preparing School Folders and Preassessment Packets, occur in December 2007. In chapter 2, you were introduced to the contents for the preliminary activities. In this chapter, you will learn how to prepare the School Folders.

### **Procedure 1. Prepare School Folders**

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#### **1A. Overview of Preparing School Folders.**

In November and December 2007, you will prepare the School Folders for each cooperating and pending public and private school in your region. In each School Folder you will place all of the forms and materials required for completing all aspects of the assessment, from making the initial contact with the school coordinator to documenting the preassessment and assessment visits. Some materials will be generic and others will be school-specific. Review table 5.1 for a complete list of materials you will need to prepare the School Folders.

#### **1B. Schedule to Receive School Folder Contents.**

The School Folders will contain many different documents and the contents may vary from school to school. Some of the contents in the School Folder will come from Westat, while others will be shipped to supervisors from Pearson. When you receive them, it is your responsibility to check that every School Folder contains the documents listed at the top of the School Folder Transmittal Form shown on following page.

**School Folder Transmittal Form - FT**

School Name: \_\_\_\_\_ ID #: \_\_\_\_\_

<b>Supervisor: Be sure the following documents are in this School Folder before visiting the school for the preassessment visit</b>	<b>Initial EACH ROW to indicate document is enclosed</b>	<b>Comments</b>
Quality Control Booklet with label attached		
Original Administration Schedule for each session		
Preprinted Inclusion Worksheet, if applicable		
SD/ELL Roster of Questionnaires, if applicable		
Instructions for Sampling New Enrollees		
New Enrollee Listing Form		
Original List of All Students in the Grade Submitted for Sampling (E-File Roster)		
Field Sampling Line Numbers, if applicable		
Student Sampling Summary Report, if applicable		
School Certificate of Appreciation and Folder		
Preassessment Packet FedEx Airbill Receipt (if applicable)		
<b>If Grade 8 or 12:</b> White name labels provided by Pearson for use on the Student Certificates		
Student Booklet ID labels (if sampled after 11/25/07)		
Nonpublic School Recruitment Documents, if applicable		
<b>Supervisor: Be sure the following documents are in this School Folder before delivering it to the Field Manager after the assessment</b>	<b>Initial EACH ROW to indicate document is enclosed</b>	<b>Comments</b>
Completed Quality Control Booklet		
Photocopy of each Administration Schedule (without names)		
Photocopy of the SD/ELL Roster (without names), if applicable		
Inclusion Worksheet (without names), if applicable		
Dated Parent Notification Letter sent by school		
Instructions for Sampling New Enrollees		
Student Sampling Summary Report, if applicable		
Signed Teacher Observer Letters, if applicable		
Signed Accommodation Teacher Letter, if applicable		
Completed Session Debriefing Forms (one per session)		
Field Sampling Line Numbers, if applicable		
Nonpublic School Recruitment Documents, if applicable		
<b>Field Manager: Be sure all documents above are included before final shipment to the NAEP Warehouse. Include the following materials if applicable.</b>	<b>Initial to verify School Folder contains all required documents</b>	<b>Comments</b>
Telephone Follow up QC Form, if applicable		
In-Person Observation Form, if applicable		
<b>Field Manager: Be sure all documents above are included before final shipment to the NAEP Warehouse.</b>	<b>Initial to verify School Folder contains all required documents</b>	<b>Comments</b>
I reviewed this School Folder and verify that all the information above is included.		

WHITE: *School Folder*    GREEN: *FIELD MANAGER*    YELLOW: *SUPERVISOR*

8/22/2007

**Table 5-1. Contents of School Folders**

<b>Contents of School Folders Received From Westat</b>		
<b>Item</b>	<b>Estimated arrival</b>	<b>Type</b>
School Visit Report (Grade 12)	December 11, 2007	Generic
School Folder	December 11, 2007	Grade-specific
School Folder Labels	December 11, 2007	School-specific
School Folder Transmittal Form	December 11, 2007	Generic
Quality Control Booklet (QCB)	December 11, 2007	Generic
New Enrollee Listing Form	December 11, 2007	Generic
QCB Label	December 11, 2007	School-specific
Original list of all students in the grade (E-File Roster)	December 11, 2007	School-specific
School Appreciation Certificate	December 11, 2007	School-specific
School Certificate Folder	December 11, 2007	Generic
School ID Labels (10 per school)	December 11, 2007	School-specific
<b>Contents of School Folders Received From Pearson</b>		
<b>Item</b>	<b>Estimated arrival</b>	<b>Type</b>
Administration Schedule for each session Preprinted Blank*	December 18, 2007	School-specific Generic
SD/ELL Roster of Questionnaires* (Grade 4 or 8) Preprinted Blank*	December 18, 2007	School-specific Generic
School/Teacher Roster of Questionnaires** (Grade 4 or 8) Preprinted Blank*	December 18, 2007	School-specific Generic
Grade 12 Roster of Questionnaires** Preprinted Blank*	December 18, 2007	School-specific Generic
School Questionnaire (Grades 4, 8, & 12)	December 18, 2007	Generic
Teacher Questionnaire (Grades 4 or 8)	December 18, 2007	Generic
Preprinted white labels for preparing the Student Appreciation Certificates (Grades 8 or 12)	December 18, 2007	School-specific
<p>* You will receive blank Administration Schedules and Rosters for schools that are sampled after 11/25/07.</p> <p>** You will prepare blank Grade 4 and 8 School and Teacher Questionnaires in a separate box at the same time you send the prepared School Folders.</p> <p>*** SD/ELL and Grade 12 Roster of Questionnaires will be placed in both the School Folders and the Preassessment Packets. Once you have prepared the SD/ELL and Grade 12 Questionnaires and Rosters (see section 2F), make copies of each of the Rosters for the Preassessment Packet and place the originals in the School Folder.</p>		

### 1C. Affix the Appropriate Labels to the School Folder.

You will be sent two labels from Westat for the School Folder. One label is for the tab of the School Folder and displays the school name and the school ID number which the NAEP warehouse will use to receive the folders at the end of the field period. Place this label on the front of the folder tab so all of the information can be easily read while the folder is closed.

The second label is for the front of the School Folder and displays the:

- assessment date,
- school type (public or nonpublic),
- school name,
- school ID number,
- school address,
- principal name (if recorded in the School Control System [SCS]),
- school coordinator name (if recorded in the SCS),
- telephone number,
- fax number (if recorded in the SCS),
- e-mail address (if recorded in the SCS), and
- Session Numbers.

Place this label on the left side of the School Folder’s front cover in the boxed area containing the instruction “Place label here.”

In addition to these School Folder labels, you will be sent 10 school-specific labels printed with the school name and ID number to affix to the various documents included in the School Folder.

<b>Grade 8</b>	<b>NAEP 2008 SCHOOL FOLDER - FT</b>	<b>Grade 8</b>														
TERRITORY: 34      REGION: FL-4      AREA: 5 ASSESSMENT DATE: 02/18/2008 SCHOOL TYPE : PUBLIC SCHOOL NAME: Dixon Middle School SCHOOL ID#: 122-122-2 ADDRESS: PO BOX 5949/3900 STANSBURY AV OAKLAND, FL 32110 PRINCIPAL: Silvia Thomas SCHOOL COORDINATOR: PHONE: (123) 111-0530 FAX: E-MAIL: SESSION NUMBERS: FT0801	SUPERVISOR: Please complete the following information: SUPERVISOR: _____ FIELD MANAGER: _____ STUDENT LIST TYPE (circle one): E-FILE    FAX/MAIL    COLLECTED BY NSC	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Qty.</td> <td style="text-align: center;">QUESTIONNAIRES REQUIRED FOR THIS SCHOOL</td> </tr> <tr> <td style="text-align: center;">___</td> <td style="text-align: center;">SCHOOL Grade 8</td> </tr> <tr> <td style="text-align: center;">___</td> <td style="text-align: center;">SD Questionnaire</td> </tr> <tr> <td style="text-align: center;">___</td> <td style="text-align: center;">ELL Questionnaire</td> </tr> <tr> <td style="text-align: center;">___</td> <td style="text-align: center;">LANGUAGE ARTS TEACHER Grade 8</td> </tr> <tr> <td style="text-align: center;">___</td> <td style="text-align: center;">MATHEMATICS TEACHER Grade 8</td> </tr> <tr> <td style="text-align: center;">___</td> <td style="text-align: center;">SCIENCE Grade 8</td> </tr> </table>	Qty.	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL	___	SCHOOL Grade 8	___	SD Questionnaire	___	ELL Questionnaire	___	LANGUAGE ARTS TEACHER Grade 8	___	MATHEMATICS TEACHER Grade 8	___	SCIENCE Grade 8
Qty.	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL															
___	SCHOOL Grade 8															
___	SD Questionnaire															
___	ELL Questionnaire															
___	LANGUAGE ARTS TEACHER Grade 8															
___	MATHEMATICS TEACHER Grade 8															
___	SCIENCE Grade 8															
COMMENTS: _____ _____ _____	SV: Please complete this information before sending to your FM: PREASSESSMENT DATE: _____ TIME: _____ MAKEUP REQUIRED (circle one): YES NO REFUSED    DATE: _____ NUMBER OF REGULAR SESSIONS: _____ NUMBER OF HOTS/ICT SESSIONS: _____ NUMBER OF SEPARATE ACCOMMODATION SESSIONS: _____ NUMBER OF AAs: _____															
SHIPMENT TRACKING ON BACK OF FOLDER																

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## 1D. Record Information on the Front of the School Folder.

Record as much school information as possible on the right side of the front of the School Folder, including:

- recording your name (supervisor's);
- circling the Student List Type (E-File, fax/mail, collected by NAEP State Coordinator); and
- recording the number of questionnaires required for this school (SD, ELL, teacher, or school, if applicable).



For public schools, the NAEP State Coordinators should have entered the number of subject area teachers for the sampled grade into the SCS from data collected on the School Data Collection Form. For nonpublic schools, you can get this information from the Nonpublic School Data Collection Form. If this information has not been entered into the SCS for nonpublic schools, enter it at this time (see the *SCS User's Guide*).

## 1E. Affix the Appropriate Labels to the Quality Control Booklet (QCB).

Prepare the QCB by affixing the QCB school information label to the front cover. This label displays the following information:

- school ID number,
- region and area,
- assessment date,
- school name and address,
- school telephone number,
- principal name (if recorded in the SCS),
- school coordinator name (if recorded in the SCS),
- school coordinator telephone number (if recorded in the SCS),
- Session Number(s),
- Science Interactive Computer Tasks (SICT) yes/no,
- if the school is identified as take-all, and
- if there is a Student Sampling Summary Report for the school.

**1F. Print the Necessary Forms to be Placed in the School Folder.**

Some of the materials to be placed in the School Folder will not be sent to you from Westat or Pearson and will need to be printed from the School Data System (SDS) or the SCS. In the table below, print each of the following materials for each school before assembling the School Folders. For the Student Sampling Summary Report, supervisors will be sent an email when this report has been generated.

Printable Forms		
Item	From SDS or SCS?	Estimated availability date
Inclusion Worksheet (by school or by session)	SDS	After student sampling begins
Student Sampling Summary Report	SCS	After student sampling begins
Instructions for Sampling New Enrollees <ul style="list-style-type: none"> <li>● E-Sampled Schools</li> <li>● SDS-Sampled Schools</li> </ul>	SDS	After SDS data for each school is transmitted
Field Sampling Line Numbers <ul style="list-style-type: none"> <li>● E-Sampled Schools</li> <li>● SDS-Sampled Schools</li> </ul>	SDS	After SDS data for each school is transmitted
Student Booklet labels (for schools sampled after 11/25/07)	SDS	After SDS data for each school is transmitted



Some supervisors include a list of sampled students printed by session in the School Folder to give to schools with the Teacher Notification Letter. If you want to provide such a list, be sure it includes only the student names with no demographic information. This type of list is available from the SDS. See Appendix B (*SDS User's Guide*) for more information about printing student lists from the SDS.

**1G. Place Forms and Materials in the School Folder and Prepare the School Folder Transmittal Form.**

Each item required for the School Folder is listed below:

- School Folder Transmittal Form;
- QCB (with label attached);
- original Administration Schedule for each session;
- preprinted Inclusion Worksheet (printed from SDS after student files are downloaded);
- original Rosters of Questionnaires (School/Teacher and SD/ELL);

- 
- Instructions for Sampling New Enrollees;
  - New Enrollee Listing Form;
  - original list of all students in the grade (E-File Roster);
  - Field Sampling Line Numbers;
  - Student Sampling Summary Report (if applicable);
  - school Certificate of Appreciation (in the certificate folder);
  - Grade 12 School Visit Report (if applicable);
  - Preassessment Packet FedEx airbill receipt (to track Preassessment Packet)
  - preprinted white labels for preparing Student Appreciation Certificates (if Grade 8 or 12);
  - student booklet labels (for schools sampled after November 25, 2007); and
  - private school recruitment documents, if applicable (listed below in Section 1H).

As you insert each item into the School Folder, you should initial the appropriate column on the School Folder Transmittal Form indicating that the item is in the folder. Record the school ID number on the top of the transmittal form. After the assessment is complete, tear off the yellow copy and place the other copies in the school folder.

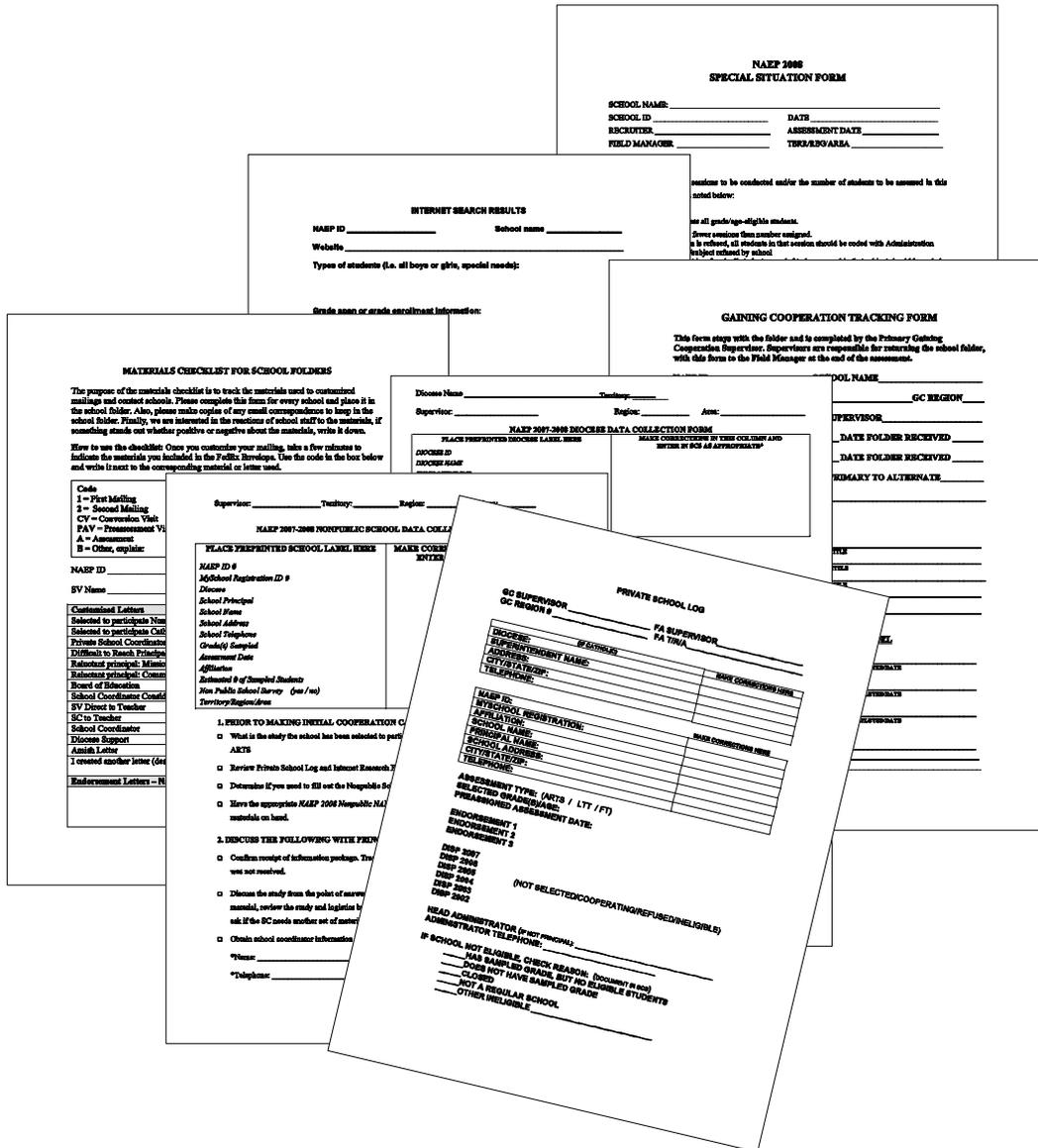
### **1H. School Folder and Materials for Private Schools.**

The School Folders for private schools contain several forms and pieces of information developed specifically for private school recruitment that are not found in the School Folders for public schools. These forms will already be included in the School Folder when delivered to you from your field manager. The forms you find in the School Folders for private schools are for your reference only, although you are encouraged to carefully read through and familiarize yourself with the information contained in these forms and note any specific requirements noted in the School Folder. Review the Private School Log as this form contains specific or special information the school coordinator has requested of NAEP staff on assessment day.

The gaining cooperation supervisor is expected to communicate with you about 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. 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 following forms in the private School Folder should remain in the School Folder and include:

- Private School Log,
- School Data Collection Form or Diocese Data Collection Form,
- Gaining Cooperation Tracking Form,
- Materials Checklist,
- Internet Search Form, and
- Special Situation Form.



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## **Procedure 2. Prepare Preassessment Packets for Schools**

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In addition to preparing School Folders, your task is also to compile materials for the Preassessment Packets according to standard NAEP procedures. Preparing the Preassessment Packets gives you an opportunity to become familiar with the materials you will be using to communicate with the schools.

### **2A. Overview of Preparing Packets for Schools.**

Throughout December 2007, you will assemble and then mail the Preassessment Packets to participating schools. The Preassessment Packets contain important information, instructions, and materials the school coordinators need to prepare for the preassessment visit and the assessment process.

By December 18, 2007, you will have all of the materials necessary to prepare the packets. Once complete, you will send the Preassessment Packets to the schools via FedEx overnight delivery on December 31, 2007.

### **2B. Preassessment Packet Contents.**

The contents of the Preassessment Packets are listed on the next page along with the source, estimated arrival date, and whether the item is generic or school-specific. Please note that two of the items are to be printed by you from the SDS (the SD and/or ELL Questionnaire Labels and the Student Information Report). You will also need to make a copy of the Grade 12 Roster of Questionnaires and the SD/ELL Roster of Questionnaires before placing the originals in the School Folder.

In chapter 2, you were introduced to the *Instructions for the School Coordinator* brochure. This is the brochure that goes on top of the Preassessment Packet and explains what the school coordinator should do with the contents of the packet. On the front cover of the brochure, write in the date and time of the preassessment visit as entered in the SCS. This should be the time you will actually be meeting with the school coordinator, not the time you will be arriving at the school to gather necessary materials. Check off the appropriate boxes indicating which materials the school coordinator will need to have ready for the preassessment visit. Enter the date the assessment is scheduled to be conducted in that school. Finally, you will need to legibly print your name on the “NAEP Representative” line and your e-mail address and telephone number. On the inside of the brochure is a list of the contents in the Preassessment Packet, which you will check off as you add each document to the packet.

Next, check to see if you will need to include a copy of the U.S. Department of Agriculture letter. Refer to column **H** on the Administration Schedule to determine if some or all of the National School Lunch Program information is missing.

You will also need to include the appropriate Parent/Guardian Notification Letter in the Preassessment Packet.

If this is an SICT school, remember to include the *Instructions for the School Computer Administrator* brochure. During the scheduling call, you will ask the school coordinator to give this brochure to the school’s computer administrator. The computer administrator should read the brochure, fill it out, and be ready to discuss the contents with you during the preassessment visit.

The other contents of the Preassessment Packet are described below.

<b>Preassessment Packet Contents</b>		
<b>Contents Received From Westat</b>		
<b>Item</b>	<b>Estimated arrival</b>	<b>Type</b>
<i>Instructions for the School Coordinator</i> brochure	December 11, 2007	Generic
U.S. Department of Agriculture Letter	December 11, 2007	Generic
NAEP Storage Envelope	December 11, 2007	Generic
“Important NAEP Materials” label	December 11, 2007	Generic
“Destroy by” postcard	December 11, 2007	Generic
Parent/Guardian Notification Letter for nonpublic schools*	December 11, 2007	Generic
<i>Instructions for the School Computer Administrator</i> brochure	December 11, 2007	Generic
Logistics Questionnaire	December 11, 2007	Generic
<b>Contents Printed From SDS</b>		
<b>Item</b>	<b>Estimated arrival</b>	<b>Type</b>
SD/ELL Questionnaire Labels**	December 18, 2007	School-specific
Student Information Report (one per session)	December 18, 2007	School-specific

Preassessment Packet Contents (continued)		
Contents Received From Pearson		
Item	Estimated arrival	Type
Grade 12 Roster of Questionnaires (copy, keep original in School Folder)***	December 18, 2007	School-specific
SD/ELL Roster of Questionnaires (copy, keep original in School Folder)**	December 18, 2007	School-specific
SD and/or ELL Questionnaires	December 18, 2007	Generic
Grade 12 School Questionnaires	December 18, 2007	School-specific
<p>* You will download and print the correct Parent/Guardian Notification Letter for public schools from the MySchool website, Step 3.</p> <p>** Do not print the SD/ELL labels or the Student Information Reports until the student files have been downloaded to your SDS.</p> <p>*** The original SD and/or ELL and Grade 12 Rosters will arrive by 12/18/07 from Pearson. Once you prepare the Rosters, you will need to make a copy to include in the Preassessment Packet. The original prepared Roster should be kept in the School Folder.</p>		

## 2C. Organize the Task.

By December 18, 2007, you will have received everything you need to complete the School Folders and Preassessment Packets. You should also have completed scheduling calls by this time. During December, supervisors must be available to attend AA Training sessions for their region, therefore, it is essential that all of the Preassessment Packets be assembled and ready to mail by December 31, 2007 (3 weeks before January 28, the first day of the assessments). Meeting this deadline may require a carefully thought out method of organization. We recommend that you assemble the folders and packets in stages as materials become available.

After December 31, 2007, supervisors must attend to their preassessment responsibilities. It is the supervisor's responsibility to prepare and ship School Folders and Preassessment Packets. **These materials should not be sent to AAs for assembling and shipping.**

AAs are not available to help with assembling the School Folders and Preassessment Packets. By completing the preliminary activities themselves, supervisors gain familiarity with the schools in their area as well as the forms and procedures they will use for conducting the assessments in the schools.

There are many ways the assembly process can be successfully organized. Below is one method experienced supervisors have found successful.



1. Begin by printing a report using the Data Selection feature of the SCS. Select area, school name, NAEP ID, selected grade, status, and scheduled assessment date. Sort by area and grade. Subset status to “cooperating” and “pending.” Make several copies of the report to use to check the completion and quality control of each step.
2. Sort the School Folders and Preassessment Packet materials in your region by grade level. The sort of the folders and packet materials should match the sort of the report you will use for monitoring progress.
3. Work with one grade at a time. This minimizes the possibility of accidentally inserting materials into the packet that are not the correct grade level.

## **2D. Print the Inclusion Worksheet.**

Print out a copy of the Inclusion Worksheet before heading to the preassessment visit. You will need this worksheet as you review accommodations with the school coordinator.

## **2E. Prepare the SD and/or ELL Questionnaires.**

For each student identified as SD and/or ELL on the Inclusion Worksheet, you will prepare an SD and/or an ELL Questionnaire. To prepare each questionnaire, you will print a set of SD/ELL labels for each school from the SDS using the removable labels (Avery 5160) found in your Westat bulk supplies. Do not print these labels until the student data has been downloaded to your SDS. The labels display the following information:

- the student’s name,
- the school ID number,
- the student’s Session Number,
- the student’s Administration Schedule line number,
- the student’s month and year of birth,
- the student’s sex,
- the student’s assigned NAEP subject,
- the student’s NAEP booklet ID number and
- the student’s classification as SD and/or ELL.

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You will place the label on the cover of the SD and/or ELL Questionnaire (two copies of the label will print if the student is both SD and ELL) and then enter the following information on each questionnaire cover:

- the school ID number,
- the NAEP subject to be assessed,
- the student booklet number,
- the Session Number,
- the Administration Schedule line number, and
- the student's demographic information, including birth date and sex.

## **2F. Prepare the SD/ELL Roster of Questionnaires.**

The SD/ELL Roster for each grade 4 and 8 school sampled before November 25, 2007, will be preprinted with the following information:

- school ID number,
- school name and city/state,
- student(s) name,
- Session Number/line number (right of the perforation), and
- original booklet ID number (from column **N** on the Administration Schedule).

You will also receive blank SD/ELL Rosters in your bulk supplies, which you will use to prepare for schools that were sampled after November 25, 2007.

Prepare the SD/ELL Roster by recording the corresponding SD and/or ELL Questionnaire ID number for each prepared questionnaire in the spaces provided. If a student is assigned both an SD and an ELL Questionnaire, that student should be listed twice on the Roster.

Also, complete the "Page \_\_\_\_ of \_\_\_\_" section in the upper-right corner of each SD/ELL Roster for the school.

See **Exhibit 5-1** for an example of how to prepare the SD and/or ELL Questionnaires and Roster of Questionnaires.

Finally, make a copy of both sides of each SD/ELL Roster, insert the original Roster(s) in the School Folder and the copies in the Preassessment Packet for the school.

Exhibit 5-1. Preparing SD and/or ELL Questionnaires and Roster of Questionnaires

**2008 Student with Disabilities (SD) Questionnaire**

Teacher of: SUSAN ALTO  
122 122 2 FT0901 02  
2/18/03 Female: SD  
101 054006 9 M

**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:  
 Reading  Writing  Science  
 Math  History  Social Studies

Questions 2-4 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 completed, use a #2 pencil to complete this handbook version and return it to the school coordinator.

Barcode: 991 - 113277 - 4

**2008 Field Test SD and/or ELL Roster**

SCHOOL #: 1 2 2 - 1 2 2 - 2

Page 1 of 1

SCHOOL NAME: Dixon Middle School

CITY/STATE:

SD or ELL Questionnaire	SD or ELL Questionnaire	Original Student Booklet ID # (Column 20 on Admin. Schedule)	SD or ELL Questionnaire ID # (Barcode ID # on SD or ELL Form)	Returned		School Coordinator Instructions for Distributing 1 and Collecting Questionnaires
				Yes	No	
Susan Alto	101 054006 9	99	11152774	<input type="radio"/>	<input type="radio"/>	1. Every student identified on the NAEP Student Information Report as SD and/or classified as ELL should be listed in this Student Roster column to the left.
		99		<input type="radio"/>	<input type="radio"/>	2. Record the name of the person at your school most knowledgeable about how each student is to be tested on the state assessment in the Distribution Test column. (Note: An SD and/or ELL Questionnaire must be completed for each student listed regardless of whether or not the student will be assessed.)
		99		<input type="radio"/>	<input type="radio"/>	3. On the front cover of each SD and ELL Questionnaire is a detachable label with a student name screen on a 1x4 1/2 inch label, write the name of the corresponding teacher 1 year in advance on the form.
		99		<input type="radio"/>	<input type="radio"/>	4. Distribute the questionnaires to the appropriate teachers 1 year in advance on the date the questionnaires are to be returned to you.
		99		<input type="radio"/>	<input type="radio"/>	5. As each questionnaire is returned, fill in the appropriate 1 and the Distribution Column on the Student Roster. If the student is not classified as SD and/or ELL, fill in the 1 that has been read and record the questionnaire.
		99		<input type="radio"/>	<input type="radio"/>	6. Keep this Roster and all completed questionnaires together and return them to the NAEP representative during the assessment visit.

**2008 Student with Disabilities (SD) Questionnaire**

Teacher of: SUSAN ALTO  
122 122 2 FT0901 02  
2/18/03 Female: SD  
101 054006 9 M

**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:  
 Reading  Writing  Science  
 Math  History  Social Studies

Questions 2-4 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 completed, use a #2 pencil to complete this handbook version and return it to the school coordinator.

Barcode: 991 - 113277 - 4

**2008 Field Test SD and/or ELL Roster**

SCHOOL #: 1 2 2 - 1 2 2 - 2

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SCHOOL NAME: Dixon Middle School

CITY/STATE:

SD or ELL Questionnaire	SD or ELL Questionnaire	Original Student Booklet ID # (Column 20 on Admin. Schedule)	SD or ELL Questionnaire ID # (Barcode ID # on SD or ELL Form)	Returned		School Coordinator Instructions for Distributing 1 and Collecting Questionnaires
				Yes	No	
Susan Alto	101 054006 9	99	11152774	<input type="radio"/>	<input type="radio"/>	1. Every student identified on the NAEP Student Information Report as SD and/or classified as ELL should be listed in this Student Roster column to the left.
		99		<input type="radio"/>	<input type="radio"/>	2. Record the name of the person at your school most knowledgeable about how each student is to be tested on the state assessment in the Distribution Test column. (Note: An SD and/or ELL Questionnaire must be completed for each student listed regardless of whether or not the student will be assessed.)
		99		<input type="radio"/>	<input type="radio"/>	3. On the front cover of each SD and ELL Questionnaire is a detachable label with a student name screen on a 1x4 1/2 inch label, write the name of the corresponding teacher 1 year in advance on the form.
		99		<input type="radio"/>	<input type="radio"/>	4. Distribute the questionnaires to the appropriate teachers 1 year in advance on the date the questionnaires are to be returned to you.
		99		<input type="radio"/>	<input type="radio"/>	5. As each questionnaire is returned, fill in the appropriate 1 and the Distribution Column on the Student Roster. If the student is not classified as SD and/or ELL, fill in the 1 that has been read and record the questionnaire.
		99		<input type="radio"/>	<input type="radio"/>	6. Keep this Roster and all completed questionnaires together and return them to the NAEP representative during the assessment visit.

**2008 Student with Disabilities (SD) Questionnaire**

Teacher of: SUSAN ALTO  
122 122 2 FT0901 02  
2/18/03 Female: SD  
101 054006 9 M

**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:  
 Reading  Writing  Science  
 Math  History  Social Studies

Questions 2-4 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 completed, use a #2 pencil to complete this handbook version and return it to the school coordinator.

Barcode: 991 - 113277 - 4

**2008 Field Test SD and/or ELL Roster**

SCHOOL #: 1 2 2 - 1 2 2 - 2

Page 1 of 1

SCHOOL NAME: Dixon Middle School

CITY/STATE:

SD or ELL Questionnaire	SD or ELL Questionnaire	Original Student Booklet ID # (Column 20 on Admin. Schedule)	SD or ELL Questionnaire ID # (Barcode ID # on SD or ELL Form)	Returned		School Coordinator Instructions for Distributing 1 and Collecting Questionnaires
				Yes	No	
Susan Alto	101 054006 9	99	11152774	<input type="radio"/>	<input type="radio"/>	1. Every student identified on the NAEP Student Information Report as SD and/or classified as ELL should be listed in this Student Roster column to the left.
		99		<input type="radio"/>	<input type="radio"/>	2. Record the name of the person at your school most knowledgeable about how each student is to be tested on the state assessment in the Distribution Test column. (Note: An SD and/or ELL Questionnaire must be completed for each student listed regardless of whether or not the student will be assessed.)
		99		<input type="radio"/>	<input type="radio"/>	3. On the front cover of each SD and ELL Questionnaire is a detachable label with a student name screen on a 1x4 1/2 inch label, write the name of the corresponding teacher 1 year in advance on the form.
		99		<input type="radio"/>	<input type="radio"/>	4. Distribute the questionnaires to the appropriate teachers 1 year in advance on the date the questionnaires are to be returned to you.
		99		<input type="radio"/>	<input type="radio"/>	5. As each questionnaire is returned, fill in the appropriate 1 and the Distribution Column on the Student Roster. If the student is not classified as SD and/or ELL, fill in the 1 that has been read and record the questionnaire.
		99		<input type="radio"/>	<input type="radio"/>	6. Keep this Roster and all completed questionnaires together and return them to the NAEP representative during the assessment visit.

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### **Prepare the Grade 12 School Questionnaire and Grade 12 Roster of Questionnaires**

Since there are no Grade 12 Teacher Questionnaires, you will prepare a Grade 12 School Questionnaire and send it with any required prepared SD and/or ELL Questionnaires to each grade 12 school along with the Grade 12 Roster of Questionnaires in the Preassessment Packet.

To prepare each Grade 12 School Questionnaire cover, you will:

- Write the school ID number in the box labeled **School #**.
- Fill out the information for completing the booklet online and the date the questionnaire needs to be returned to the school coordinator (usually a day before the assessment).
- Place a blank removable label in the upper-left corner of the cover.
- Write the principal's name on the label, if known.

The Grade 12 Roster of Questionnaires contains space to track both the School Questionnaire and each SD and/or ELL Questionnaire required for the school. The Grade 12 Roster of Questionnaires will be preprinted with the following information:

- school ID number,
- school name and city/state,
- student name(s) (each student identified as SD or ELL),
- Session Number/line number (right of the perforation), and
- original booklet ID number (from column **N** on the Administration Schedule).

You will also receive blank Grade 12 Rosters that you will use to prepare for schools that were sampled after November 25, 2007.

Prepare the Grade 12 Roster of Questionnaires by recording the following:

- School Questionnaire ID number,
- the name of the principal to whom the School Questionnaire will be distributed (if known),
- the corresponding SD and/or ELL Questionnaire ID number for each prepared questionnaire in the spaces provided.

If a student is assigned both an SD and an ELL Questionnaire, that student should be listed twice on the Roster.

Also, complete the “Page \_\_\_\_ of \_\_\_\_” section in the upper-right corner of each Grade 12 Roster for the school.

See Exhibit 5-2 for an example of how to prepare the Grade 12 School Questionnaires and Roster of Questionnaires.

Finally, make a copy of both sides of each Grade 12 Roster, insert the original Roster(s) in the School Folder and the copies in the Preassessment Packet for the school.

**Exhibit 5-2. Preparing Grade 12 School Questionnaire and Roster of Questionnaires**

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## 2G. Prepare and Ship Preassessment Packets to Schools.

As you put together each Preassessment Packet, use the list inside the school coordinator brochure as a reference. As you place each item in the FedEx box, put a check mark next to that item on the list in the brochure. Not all schools will receive each of the documents listed, and this will help school coordinators know which documents they should have received in the packet. Below is a list of the Preassessment Packet documents in the order in which they should be placed in the FedEx box. Each of these documents can be seen in Appendix D.

- *Instructions for the School Coordinator* brochure
- *Instructions for the School Computer Administrator* brochure, if SICT
- Student Information Report
- SD Questionnaires, if applicable
- ELL Questionnaires, if applicable
- Grade 12 School Questionnaire, if applicable
- copy of Grade 4 or 8 SD/ELL Roster of Questionnaires, if applicable
- copy of Grade 12 Roster of Questionnaires, if applicable
- U.S. Department of Agriculture Letter
- Parent/Guardian Notification Letter (downloaded from MySchool)
- Logistics Questionnaire
- NAEP Storage Envelope
- “Destroy by” postcard

On December 31, 2007, you will be shipping the Preassessment Packets to the schools via FedEx. Each packet should fit in a small FedEx box. These boxes can be ordered directly from FedEx (1-800-GO-FEDEX or FedEx.com).

The Preassessment Packets should be sent using “FedEx Priority Overnight.” The packaging should be “FedEx Box.” The payment should be “Third Party.” Westat’s FedEx code: 1290-1574-8 will be preprinted on the labels. Enter the project number for the preassessment activities, **7707.08.54.03** in Section 2 for the Internal Billing Reference number. The Preassessment Packet must be signed for by someone at the school. Check off the “Direct Signature” box.

**FedEx Express US Airbill** Tracking Number **8599 2955 5155**

**1 From** Please print and press hard  
 Date **12/31/07** Sender's FedEx Account Number  
 Sender's Name **Supervisor** Phone **(555) 212-0000**  
 Company  
 Address **123 Elm St.**  
 City **Anytown** State **Ky** ZIP **01010**

**2 Your Internal Billing Reference** First 24 characters will appear on invoice  
**7707.08, 54.03**

**3 To**  
 Recipient's Name **School Coordinator** Phone  
 Company **Anytown Elementary School**  
 Recipient's Address **2916 Park St.**  
 Address  
 City **Anytown** State **Ky** ZIP **01010**

**4a Express Package Service**  
 FedEx Priority Overnight Next business morning. \* Friday shipments will be delivered on Monday unless SATURDAY Delivery is selected.  
 FedEx Standard Overnight Next business afternoon. \* Saturday Delivery NOT available.  
 FedEx 2Day Second business day. \* Thursday shipments will be delivered on Monday unless SATURDAY Delivery is selected. FedEx Envelope rate not available. Minimum charge. One pound rate.  
 FedEx Express Saver Third business day. \* Saturday Delivery NOT available.

**4b Express Freight Service**  
 FedEx 1Day Freight\* Next business day. \*\* Friday shipments will be delivered on Monday unless SATURDAY Delivery is selected.  
 FedEx 2Day Freight Second business day. \*\* Thursday shipments will be delivered on Monday unless SATURDAY Delivery is selected.  
 FedEx 3Day Freight Third business day. \*\* Saturday Delivery NOT available.

**5 Packaging**  
 FedEx Envelope\*  FedEx Pak\* Includes FedEx Small Pak, FedEx Large Pak, and FedEx Sturdy Pak.  FedEx Box  FedEx Tube  Other \*Declared value limit \$500.

**6 Special Handling**  
 SATURDAY Delivery NOT Available for FedEx Standard Overnight, FedEx Express Saver, or FedEx 2Day Freight. Include FedEx address in Section 3.  
 HOLD Weekday at FedEx Location NOT Available for FedEx First Overnight.  
 HOLD Saturday at FedEx Location Available ONLY for FedEx Priority Overnight and FedEx 2Day to select locations.  
 Does this shipment contain dangerous goods?  
 No  Yes (If per attached Shipper's Declaration, no fee required.)  Yes Shipper's Declaration not required.  Dry Ice Dry Ice, 9 UN 1845  Cargo Aircraft Only

**7 Payment Bill to:** Enter FedEx Acct. No. or Credit Card No. below.  
 Sender Acct. No. in Section 1 will be billed.  Recipient  Third Party  Credit Card  Cash/Check  
 FedEx Acct. No. **1290-1574-8** Exp. Date  
 Credit Card No. Total Packages Total Weight Total Declared Value\* \$ .00

**8 NEW Residential Delivery Signature Options** If you require a signature, check Direct or Indirect.  
 No Signature Required Package may be left with- out obtaining a signature for delivery.  Direct Signature Recipient or recipient's address may sign for delivery. Fee applies.  Indirect Signature If no one is available at recipient's address, anyone at a neighboring address may sign for delivery. Fee applies.

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RETAIN THIS COPY FOR YOUR RECORDS



Once you have shipped the Preassessment Packets, you will need to enter the date each package was shipped in the SCS (Preassm't tab in the School Packet Sent field [see the SCS User's Guide]).

For the materials that are sent to the schools, you will receive red labels that read "Important NAEP Materials" that can be affixed to the outside of the FedEx box. Be sure to save the sender's copy of the label with the FedEx tracking numbers and put them in the School Folders.

All prepared Preassessment Packets should be shipped to the schools on **December 31, 2007**, for receipt on **January 2, 2008**. If you have information that any schools in your assignment will not be in session on **January 2, 2008**, you should hold the Preassessment Packet and ship it for receipt on the first day the school is in session after the winter break.

## Chapter 5 Summary

Upon completing this chapter, you should now be able to:

- understand the process of preparing School Folders,
- prepare Preassessment Packets for schools,
- fill out SD and/or ELL Questionnaires, and
- ship Preassessment Packets to the schools.