

The SCS will provide a reminder and a link to the School Edit page for the other sample grade(s)/age(s) to facilitate accessing the other School Edit pages for data entry.

3.3 General Tab – Updating School Information

It is important that key school-level information be correct in NAEP records. As you contact schools and learn that information is out-of-date, such as the school’s area code or mailing address, this information should be updated immediately.

After updating information on this tab, click on the Save button before doing anything else.

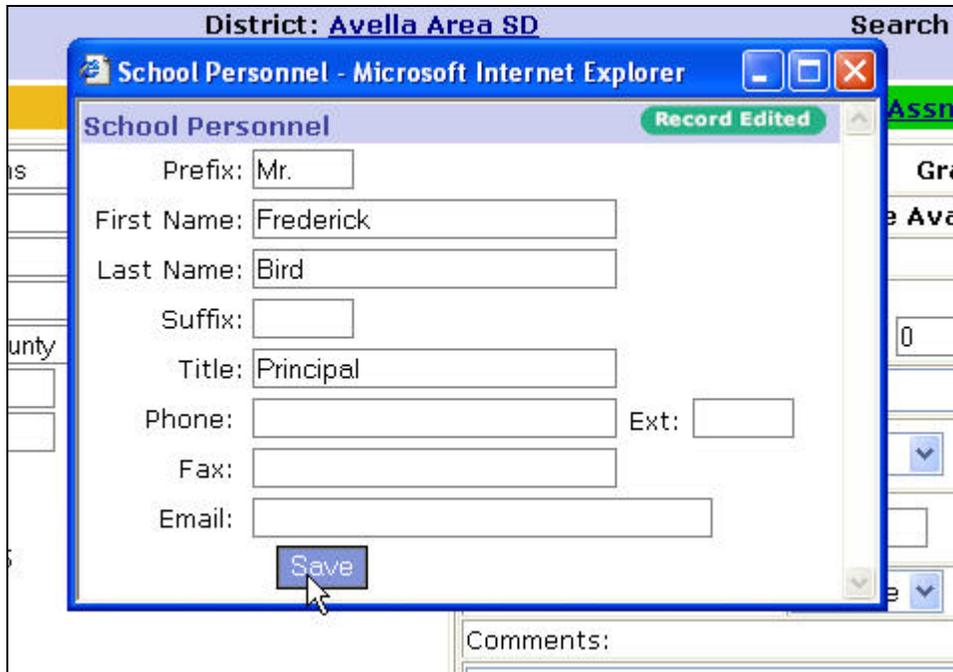
If the school name is not complete you should correct the name so that it is displayed correctly on the MySchool site. Examples of names needing updating are:

- Smith Elem
- Jones (fred) Mid Sch
- Riverdale Jhs
- Mccall JHS
- Morris Louis J Elem Sch

Double check before updating any school name to be sure you know exactly what it should be.

The database from which the sample is selected (including the nonpublic school database) does not contain the names of principals. The state coordinators will be updating this field (and other contact names) for their public schools. Gaining cooperation supervisors will need to obtain the principal’s name and should enter it in the SCS for each of their schools if the name is not displayed.

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



Enter School Personnel Data

If the school was selected for more than one grade (or age for LTT) and you need to enter different principal names for the grades, notify the help desk and the programmers can “split” the school record so that this is possible.

3.3.1 School Coordinator

After you enter the name of the principal, the field next to Coordinator will display “Select.” If the principal will be the school’s NAEP coordinator, you can select his or her name. If someone else will serve as the coordinator, click on the Add hyperlink and fill in the information.

Phone:	(724) 336-2216	(XXX) XXX-XXXX
Fax:		(XXX) XXX-XXXX
Principal:	Mr. Frederick Bird	Edit
Coordinator:	Select..	Add
MySchool Registration ID:	420276004165	

3.3.2 School Type and Religious Orientation

School Type will tell you whether this school is a public school or in one of the several non-public school categories including Catholic, Other religious, and Other non-sectarian.

Registration ID:	
School Type:	Unknown Non-Public School Survey
Religious Orientation:	Missing

If the school type is not known, gaining cooperation supervisors will complete the Non-Public School Survey Form after talking with the school and enter the results by clicking on the Non-Public School Survey link which will be displayed immediately under School Type.

Questions For Schools with Unknown Affiliation

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

Yes
 No -> Skip to Q4

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

Roman Catholic
 Lutheran
 Other Christian
 NonChristian

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

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

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

Save Reset Close

Nonpublic School Survey

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

3.3.3 Charter School

As NAEP state coordinators are updating information on the sampled public schools in their states, they will update this "Charter School" field. Since this is for reporting only and for public schools

only, NAEP operations field staff (supervisors and field managers) will not be entering information on the Charter School status of their schools.

3.3.4 Enrollment – Estimated and Actual

Flag:	
Enrollment	
Estimated: 557	Actual: <input type="text" value="550"/> Data Required.
Status: Cooperating	<input type="button" value="v"/>

The **estimated enrollment** of the sampled grade/age is displayed. As you discuss the assessment plans with the school, it is important for you to obtain the **actual enrollment** for the sampled grade/age in this school if it is not recorded in the SCS. The actual enrollment information is an important comparison for the list of students submitted by the school, thus the reminder has been added that the data are required. We want to ensure that all eligible students have been listed and not just those the school thinks are capable of being assessed.

Schools use different terms to refer to this information such as:

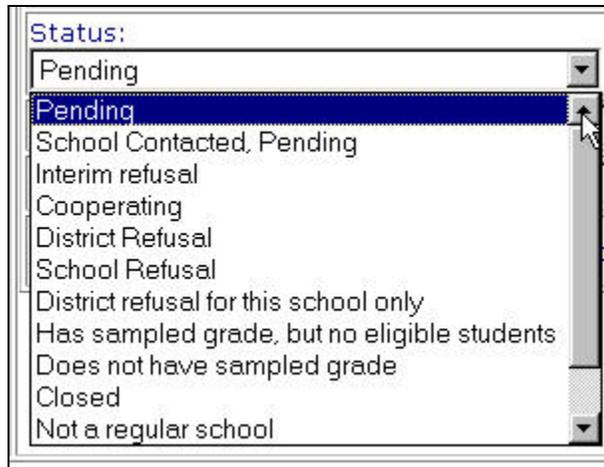
- The 10-day enrollment information
- The 20th day, or
- The first month report.

Remember: If a school refuses to participate, you should attempt to determine the number of officially enrolled students in the sampled grade/age and record the number on this page. It is important for the statisticians to know how many students would have been represented in such a school.

3.3.5 School Status Codes

Each grade's disposition status code (see Exhibit 1 on page 95) is set to Pending at the beginning of recruiting and scheduling. To see a list of eligible status codes, click on the **Down Arrow** button next to the status information box.

To change the code, click on the new status code and it will be displayed in the status box.



School Status Codes

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

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

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

- No age-eligible students

Note: You should not set any school’s status to final refusal (District Refusal, District Refusal for this School Only, or School Refusal) without first discussing the situation with your field manager. Likewise, do not assign “Not a Regular School” or “Other, Ineligible” without discussing it with your field manager. When and if these codes are used (in addition to the Interim Refusal code), links will appear to the Refusal Report and the Ineligible School Forms as appropriate. (See Section 3.3.6 and 3.3.7.)

3.3.6 Refusal Report Form

When a school’s status to refusal (Initial Refusal, School Refusal, District Refusal, or District Refusal for this school only), the Refusal Report Form is activated. When the link initially appears, it will read: “Refusal Report Form – Not Completed.” After information has been recorded in the form, the link will change to “Refusal Report Form – Edit” to allow the form to be opened and edited as necessary.

An example of the form is shown below.

SCS: Grade Refusal Form - Microsoft Internet Explorer

Refusal Form

Update Reset Close Print

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

Form Completed by:
 Name:

Who made the decision to decline?
 Name: Phone:
 Title:

Other contacts(if any).
 Name: Title:
 Name: Title:

Additional School Refusal Information.

Initial State Coordinator Letter Sent:

Initial Endorsement Letter from Chief State School Officer Sent:

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

Refusal conversion letter sent:

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

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

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

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

Refusal Report Form

It is important that you complete this form with as much information as possible. This will enable your field manager to decide whether to assign this school to another gaining cooperation supervisor for conversion purposes.

Providing the name(s) of the individual(s) you spoke to is important for a follow-up to your contact(s). In the area at the bottom of the form headed “Describe the reasoning behind the refusal and efforts to recruit the school,” include any information that you feel might help in converting the school.

After you have filled out as much of the form as you can (at least for the moment), click on the Save button which will return you to the school page.

3.3.7 Ineligible School Form

In general, a school is eligible for NAEP assessments if it is a “regular” graded school serving the targeted grade for the given NAEP assessment. As explained in the document *Eligible versus Ineligible Schools*, a small percent of schools selected for NAEP will be identified as ineligible. When an ineligible status code is assigned in the SCS to a sampled school, the electronic version of Ineligible School Form is made available through a link immediately under the status window.

SCS: Ineligible School form - Microsoft Internet Explorer

NAEP 2007 Ineligible School Form Record Edited

Save Reset Close Print

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

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

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

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

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

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

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

Save Reset Close Print

When the link initially appears, it will read: “Closed/Ineligible School Form – Not Completed.” After information has been recorded in the form, the link will change to “Ineligible School Form – Edit” to allow the form to be opened and edited as necessary.

Closed schools are considered to be among the ineligible schools and need to have the form completed as well. After filling out the hard-copy version of the form, you should update the form on the SCS as a record of why the school was coded as ineligible.

3.3.8 Scheduled Assessment Date and Time

All schools will have a suggested assessment date recorded in the system. If the school requires that the date be changed, you will need to enter the new assessment date. Since this information will be accessible to the school via their MySchool site, it should be as accurate as possible.



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

Assessment Date

The valid assessment dates are available in the pop-up list. Scroll down (or up) to the date and click on it.

The time for the assessment should also be entered. This is particularly important if the assessment is scheduled for the afternoon and another assessment in another school in the morning. It is also important since state coordinators and others will want to observe sessions and will need to know when the sessions are scheduled to begin.

NOTE: Dates and times entered in the Scheduled Assessment Date and Time fields will be displayed in the corresponding fields for all assessment sessions on the Post Assessment tab, summary of original session information. However, changes to these fields at the session level in the Post Assessment tab will not be displayed on this page since they will be session specific. There may be different assessment dates and/or times for the various sessions in a school.

Remember: Before you enter or change dates, you should check the area's calendar (see Section 5) to be sure that you know exactly what dates are available.

3.3.9 Changed Assessment Date

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

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

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

3.3.10 Comments

The Comments window is available for you to enter information related to recruiting the school, how to pronounce the principal’s name, etc. State Coordinators will also have access to these comments regarding public schools. Thus, it will be possible for you to share information regarding the public schools.

Given the “public” nature of this Comments field, discretion should be taken in the comments that are entered.

3.3.11 Substitute Schools

In some rounds of NAEP and in some substudies, substitute schools are selected in case a school refuses to participate. In NAEP 2008, substitutes will be selected for public and nonpublic refusing schools, if available.

When you change a school’s status to a final refusal (District Refusal, School Refusal, or District Refusal for This School Only), the substitute will be activated. The text on the screen will change from “Substitute available” to “Substitute activated” and the ID (which is also a link to the substitute) of the substitute school will be displayed.

NAEP ID: 0420342	Project Name: NAEP-2008/FT
Original School. (Substitute Activated) 0425342	
Charter School	

Substitute Availability Noted (example from 2007)

The name of the original school will be displayed on the substitute’s General tab with a link back to its School Edit page to facilitate movement back and forth as necessary.

Name:	SEDONA CHARTER SCHOOL
Substitute School (Original = CANON SCHOOL 0420342).	
Address:	165 Kachina Drive

Name of Original Refusing School

When a substitute is activated, a notice will be sent to the supervisor, field manager, and, when appropriate (for public schools) to the state coordinator to alert you and them.

To help identify the substitute schools, the fourth through sixth digits in their NAEP IDs will be numbered 501-999, while the originally sampled schools are numbered 001-499.

A school or district that has been assigned a status code of refusal can be changed back to Pending and to Cooperating, if they are converted. If and when this happens, you will be given a notice that the active substitute will be “deactivated” and any changes you might have made to that school’s information will be lost. (For example, if you corrected the school’s telephone number and updated the file with the new principal’s name, all of this would be lost.) This will be of importance only in the unlikely event that the original school refuses a second time which would activate the substitute for a second time. If this should happen, you would need to start all over again updating the substitute’s information in the SCS.

3.3.12 School Selected for Multiple Projects

A few schools have been sampled for more than one project. If you have one of these schools, it will be clearly identified on the General tab at the top of the frame on the right as shown below.

Sampled Grade: 8	NAEP ID: 0621177	Project Name: NAEP-2008/FT
		School also selected for age 9 NAEP-2008/LTT
		Original School / Substitute Available

School Sampled for FT and LTT

The above example shows a school sampled for the Field Test for grade 8 and for the Long Term Trend at age 9. Any school that was sampled for the same age/grade for two projects has been coded as “ineligible” for one of the projects. Thus, no schools will be requested to assess the same students for two projects.

3.4 Sampling Tab

Click on the Sampling tab to view and update the information relating to student sampling.

School Control System

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

School Edit District: **San Diego Unified** Region: CA 1 Area: 1 Search for NAEP ID

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

School Name: **Adams Elementary** Sampled Grade: **4** NAEP ID: **0610242** Project Name: **NAEP-2008/FT**

Estimated Student Sample: 62

Sampling Method: SDS in Home/Hotel

In-Field sampling date: 10/16/2007

Student Sampling Result Preview: Actual Enrollment = 125 [Sample projector](#)

Student Listing Information
(For in-field sampling, this section will be filled in by the supervisor.)

List or file received by:

Date received: 10/16/2007

List or file created by: Sam SAm

Creator's phone: 555-222-3333 (XXX) XXX-XXXX

Creator's e-mail: email@school.edu

Number on list or file: 0

Number sampled: 0

Year-Round Schools

What type of Calendar does your school use?: Traditional Non-Year-Round

For year-round schools only:

Number of Tracks: N/A

What percentage of students will be on break (not in attendance due to a scheduled vacation period) on the assessment date?: N/A

How are student assigned to tracks in this school?

Based on ability

Based on another criteria(specify)

Special Situation Form
(The expected number of sessions to be conducted and/or the number of students to be assessed in this school has been altered as noted below:)

School wanted to assess all grade-eligible students: Take All Up to 120

School requests to do fewer sessions than the number assigned: No

Other situation, describe:

Resolution: Describe the outcome of the situation checked above. Indicate what sessions were dropped/added and the number of students actually assessed. Be sure to include as much relevant information as possible

School Edit

If you have any questions or comments please contact the [Help Desk](#).

Sampling Tab of School Edit Screen

The sections of this page are discussed in the sections below.

After updating information on this tab, click on the **Save** button before doing anything else.

3.4.1 Target Student Sample

The number of students displayed as the Target Sample Size is the number to be sampled when the enrollment is larger than the take-all maximum.

The sample sizes and special take-all option for grade 4 are shown below.

Study & grade/age	Invite all students up to & including	If more than...	...sample will be	Special note
LTT 9, 13, &17			62	No take all option
FT 4	120	90	90	Public & nonpublic schools, if there are up to 120 (inclusive) students, take all is allowed.
FT 8	102	102	90	
FT 12	155	155	140	
Arts 8	40	40	35	
SICT 4, 8, 12 (fall)				20-30 students in two classrooms.

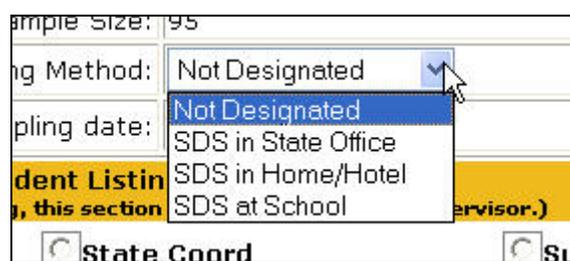
In some schools in small states, the school may be assigned a student sample size 2 or 3 times the size shown above. Field managers will tell their supervisors if this has occurred in any of their schools and help plan the schedule accordingly.

The deadline for schools to E-File their student information is November 16. The last date samples from the SDS can be transmitted so that data can be sent to Pearson is November 25.

Remember: The actual sample size in a school will not be known until the sample is selected. Thus, the number displayed as the “Target sample size” will always be the number for that grade indicated in the column headed “...sample will be” above.

3.4.2 Sampling Method

The default display for this field is “Not Designated. If the school is designated by the state to E-File, this will be updated by the home office. If you will be sampling the school in the field, you will select from among the options to be displayed on the drop down list:



In-Field Sampling Options

3.4.3 In-Field Sampling Date

If an in-person visit will be made to a school to draw the student sample, you will record the date this visit is scheduled when it is known.

3.4.4 Student Sampling Result Preview

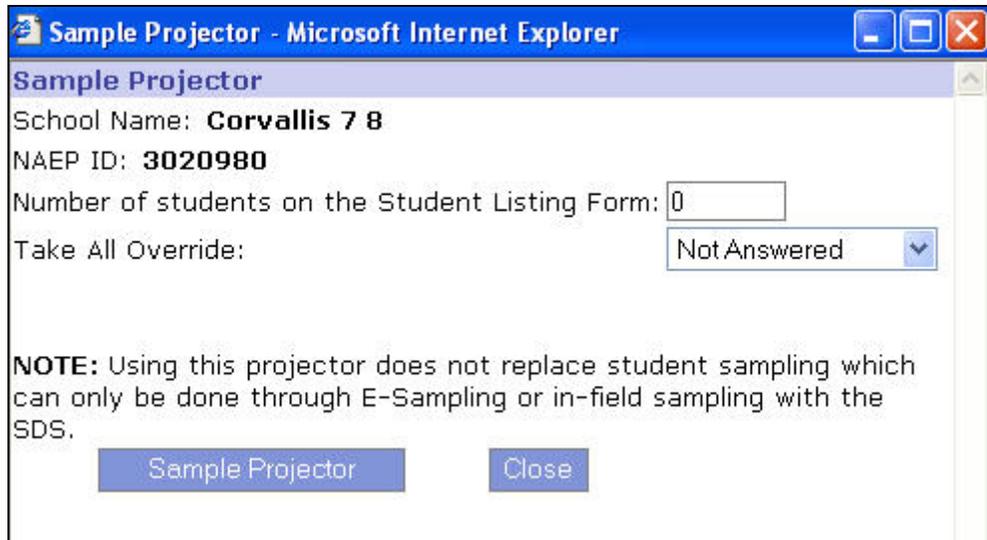
The actual enrollment for the sampled grade entered in the SCS (General tab) will be displayed in this part of the Sampling tab.

Clicking on the “Sample projector” link will open a window allowing you to see how the sample may be distributed in the sessions. For example, if a grade 8 school has 67 students in the sampled grade, the sample projector would show the following:

Session ID	Number of Students
RS0801	32
RS0802	32
RS0803	3

Sample Projector

The Sample Projector can also be used if the actual enrollment has not been entered. When the Sample Projector is opened, the sessions won't be displayed until a number is entered in the box .



Sample Projector When Actual Enrollment has not Been Entered

This will allow you to project how many Administration Schedules would be produced given the anticipated number of eligible students and the estimated sample size.

At grades 8 and 12, the "Take All Override" can not be used until special permission is obtained as discussed in section 3.4.7 – "Special Situation Form."

As a reminder, the pop-window notes that using the Sample Projector does not replace student sampling which can only be done through E-Sampling or in-field sampling with the SDS.

3.4.5 Student Listing Information

In the early years of NAEP, all schools were provided with copies of a form called the Student Listing Form (SLF) on which they were expected to record information about all of the students in the selected grade. Today, references to the SLF are generally to a hard-copy list or Excel file of all eligible students in a school, which is most often produced by their computer system. If you have received such a list from which you will sample (using the Student Data System), you should record receipt information in the SCS.

Likewise, state coordinators have been requested to provide this information if student lists are sent to them for you to sample using the Student Data System.

Sampling Method:	SDS in Home/Hotel		
In-Field sampling date:	11/12/2006		
Student Sampling Result Preview:	Actual Enrollment = 15	Sample projector	
Student Listing Information (For in-field sampling, this section will be filled in by the supervisor.)			
List or file received by:	<input type="checkbox"/> State Coord	<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Westat
Date received:	11/12/2006		
List or file created by:	S Miner		
Creator's phone:	555-234-8762	(XXX) XXX-XXXX	
Creator's e-mail:	SMiner@school.edu		
Number on list or file:	0		
Number sampled:	0		
Year-Round Schools			

Student Listing Information on Sampling Tab

The “Number on list or file” and “Number sampled” will always be filled in by the home office after the sample is selected – either the E-Sample or after the supervisor has sampled using the SDS and transmitted the data.

3.4.6 Year-Round School Information

It is necessary to determine if a school is a year-round school so that the statisticians know what percentage of the eligible students will be on break and not available for inclusion in the assessment.

Year-Round Schools	
What type of Calendar does your school use?:	Traditional Non-Year-Round
For year-round schools only:	
Number of Tracks:	N/A
What percentage of students will be on break (not in attendance due to a scheduled vacation period) on the assessment date?:	N/A
How are student assigned to tracks in this school?	<input type="checkbox"/> Based on ability <input type="checkbox"/> Based on another criteria(specify)

When you click on the “year-round school” link, the following explanation will be displayed:

“In year-round schools, students attend classes spread throughout the twelve calendar months unlike traditional schools that follow the nine month calendar.”

Since year-round schools are more likely to be public schools, you may not have any non-public schools for which the percent information needs to be recorded.

The number of tracks and the percent of students who will be on break will be recorded for multi-track, year-round schools. In addition, how the students in these schools were assigned to the tracks will be recorded.

If a school operates on a year-round schedule, but all students take vacations at the same time and no students would be on break on the assessment date, there is no need to record any information about the school being a “year-round school.”

If it is determined that students who are on break have been sampled, see the *Supervisor Manual* chapter 3, section 4C for instructions on how to proceed regarding these students.

3.4.7 Special Situation Form

Special Situation Form <small>(The expected number of sessions to be conducted and/or the number of students to be assessed in this school has been altered as noted below:)</small>	
School wanted to asses all grade-eligible students:	Not Answered <input type="button" value="v"/>
School requests to do fewer sessions than the number assigned:	Not Answered <input type="button" value="v"/>
Other situation, describe:	<input type="text"/>
Resolution: Describe the outcome of the situation checked above. Indicate what sessions where dropped/added and the number of students actually assessed. Be sure to include as much relevant information as possible	<input type="text"/>

When schools are recruited, it is occasionally necessary to negotiate with the school to obtain cooperation. During these negotiations, if the school has concerns about the number of students involved in the assessment, it may be possible to modify the number. There are strict limits as to what exceptions are allowed, however. These are explained below.

Before recruiting supervisors can offer or agree to these special situations, they must check with their field managers since some options require NCES approval. A Special Situation Form should be completed for any of the following exceptions that have been allowed.

3.4.7.1 Assess All Students

In grade 4 schools, it is anticipated that the preference will be for to NAEP to take all of their students when they have 120 or fewer. Thus, the default for all grade 4 schools is to “Take all up to 120.” “Assess all” students refers to the following:

- Grade 4 school has more than 120 grade 4 students and wants all to be assessed.
- Grade 8 or 12 schools in which there are more in the sampled grade than the expected sample size and they want NAEP to assess all of their grade-eligible students.

If a grade 8 or 12 school or grade 4 with more than 120 grade 4 students wishes to assess all students in the sampled grade instead of only the number we expected to sample, the recruiting supervisor must obtain permission from his/her field manager before agreeing to this. Field managers will need to gain clearance from NCES before they can give permission to assess all grade-eligible students. (If this option is allowed, which is rare, the SDS will permit a sample override and will add the students to all sessions assigned to the school, proportionately. See the *SDS User Guide* for more information.)

As always, if a school wants to add unsampled students to a session after the student sample is selected, then those students can be assessed and will be given the administration code of 56 – Not In Sample. However, this not-in-sample option will require more materials and possibly additional assessment staff. This option must be discussed with your field manager before you can agree to it, especially if it involves large numbers of additional students.

In Long Term Trend schools, the option to assess all age eligible students will not be offered. It offers no advantage to the school since eligible students will be in different grades and will always need to be removed from several classrooms to participate.

3.4.7.2 Assess Fewer Students

If a school objects to the number of students that we wish to assess, it may be possible to assess fewer students if that is necessary for the school to participate. This option must be discussed with your field manager before agreeing to do this.

If this option is allowed, the sample will be drawn as usual and all student demographic data will be entered in the SDS. Student names will not be entered in the SDS.

If an entire session is refused, all students in that session should be coded with Administration Code 49 – Session/subject refused by school. If a subject is refused, all students sampled

to be assessed in that subject should be coded with Administration Code 49, Session/subject refused by school.

3.4.7.3 No Other Options

The two options above are the only special options that might be allowed. It is not possible to sample whole classrooms (except for special studies), or to select the sample from a list of students in only some classes.