

The Summary Box

The summary box (the long rectangular box below the school information boxes) is used to summarize attendance data that you will record in column **R** after the assessment. The formula in this box calculates the total number of students assessed. This information is entered in the SCS after the assessments and is used to generate production reports that are delivered to NCES and other NAEP Alliance members.

The diagram shows a NAEP Summary Box form with the following sections and fields:

- School Information:** Age: 13, Middle School, Silvia Thomas
- Session Scheduling:** Original session scheduled for: Day/Date: Wednesday, Oct. 10, Time: 8:35, Location: Cafeteria; Makeup session scheduled for: Day/Date: _____, Time: _____, Location: _____
- Attendance Data:** # Absent (Admin. Codes 40-45, 48 & 49), # Assessed (Original Session), # Assessed (Makeup Session), # Refused (Admin. Codes 46 & 47)
- Calculation Table:**

# Withdrawn & Ineligible (Admin. Codes 51, 54 & 55)	2	-		=	33	-		=	TOTAL ASSESSED
# Excluded (Admin. Codes 60-69)	1	-		=		-		=	
TO BE ASSESSED									
- Other Fields:** Bundle #'s (1001, 1002), Session Number (LT1301), If Makeup Needed (Makeup Held, Makeup Not Held)

Arrows in the diagram point from labels to the following fields:

- # Absent: Points to the # Absent field.
- # Assessed: Points to the # Assessed (Original Session) field.
- # Refused: Points to the # Refused field.
- # Assessed in Make-up: Points to the # Assessed (Makeup Session) field.
- Total Assessed: Points to the TOTAL ASSESSED result in the calculation table.

L. Inclusion Worksheet

You will use the NAEP Inclusion Worksheet (shown on the next page) to keep track of accommodations decisions for all students classified as SD and/or ELL at each school. For schools with age 9 or age 17 students, when you print this form from the Student Data System (SDS), it will be preprinted with the names of the SD and ELL students in the school and the subject in which each student is selected to be assessed. For schools with age 13 students you will handwrite the Inclusion Worksheet after you have selected the student samples.

You or your AA will transcribe accommodation information onto the Inclusion Worksheet at the school on the day of the preassessment visit, once you have received the completed SD and/or ELL Questionnaires from the school coordinator. **Note that, you, instead of the school coordinator, will be responsible for completing this document.** It will not be provided to the school coordinator with the SD and/or ELL Questionnaires in the Preassessment Packet.

Instructions for using the Inclusion Worksheet are provided in chapter 7.

Inclusion Worksheet

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INCLUSION WORKSHEET – LTT

School ID # _____

School Name _____

Group #	Student Name	Session# Line#	Subject In-Math R-Reading	SD/ ELL	Accommodations Permitted in NAEP	NAEP Codes	Include Without Accommodations	Include With Only NAEP Permitted Accommodations	Exclude (Record reason in NOTES column)	NOTES
					Directions read aloud in native language (m)	79-OTH	<input type="checkbox"/>	<input type="checkbox"/>		
					Test items read aloud in native language (m)	79-OTH	<input type="checkbox"/>	<input type="checkbox"/>		
					Bilingual version of the test booklet (m)	71-BIB	<input type="checkbox"/>	<input type="checkbox"/>		
					Bilingual dictionary without definitions (m)	72-BID	<input type="checkbox"/>	<input type="checkbox"/>		
					Directions signed (r, m)	79-OTH	<input type="checkbox"/>	<input type="checkbox"/>		
					Test items signed (m)	79-OTH	<input type="checkbox"/>	<input type="checkbox"/>		
					Read aloud occasional (m)	75-REA	<input type="checkbox"/>	<input type="checkbox"/>		
					Read aloud most or all (m)	75-REA	<input type="checkbox"/>	<input type="checkbox"/>		
					Braille test (provided by school) (r, m)	79-OTH	<input type="checkbox"/>	<input type="checkbox"/>		
					Large print (r, m)	73-LRG	<input type="checkbox"/>	<input type="checkbox"/>		
					Magnification (r, m)	81-MAG	<input type="checkbox"/>	<input type="checkbox"/>		
					Responds in sign language (r, m)	79-OTH	<input type="checkbox"/>	<input type="checkbox"/>		
					Responds with Braille typewriter (r, m)	79-OTH	<input type="checkbox"/>	<input type="checkbox"/>		
					Responds orally to scribe (r, m)	78-SCR	<input type="checkbox"/>	<input type="checkbox"/>		
					Responds by computer (r, m)	78-SCR	<input type="checkbox"/>	<input type="checkbox"/>		
					Uses template to respond (r, m)	79-OTH	<input type="checkbox"/>	<input type="checkbox"/>		
					Uses special writing tool (r, m)	79-OTH	<input type="checkbox"/>	<input type="checkbox"/>		
					Small group (r, m)	76-SMG	<input type="checkbox"/>	<input type="checkbox"/>		
					One-on-one (r, m)	77-ONE	<input type="checkbox"/>	<input type="checkbox"/>		
					Study carrel (r, m)	79-OTH	<input type="checkbox"/>	<input type="checkbox"/>		
					Preferential seat, light, furniture (r, m)	79-OTH	<input type="checkbox"/>	<input type="checkbox"/>		
					School staff administrators (r, m)	82-SA	<input type="checkbox"/>	<input type="checkbox"/>		
					Extended time (r, m)	74-EXT	<input type="checkbox"/>	<input type="checkbox"/>		
					Breaks during test (r, m)	80-BRK	<input type="checkbox"/>	<input type="checkbox"/>		
					Other (Record reason in NOTES column)	79-OTH	<input type="checkbox"/>	<input type="checkbox"/>		

Place a check mark in the following columns only if the responses to the specific questions noted below are as indicated.

Include Without Accommodations

- Question 2 – response 'A'

Include With Only NAEP Permitted Accommodations

- Question 5 – response "YES"
- OR-
- Question 6 – response "YES"

Exclude (Record reason in NOTES column)

- Question 5 response "NO"
- OR-
- Question 6 response "NO"

07-GG-034

M. New Enrollee Listing Form and Instructions for Sampling New Enrollees (Ages 9 and 17 only)

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

You will only be selecting a sample of newly enrolled students at the preassessment visit for schools with age 9 or age 17 students, because they will be submitting their student lists for sampling in the fall of 2007. At schools with age 13 students you will be selecting the student sample at the preassessment visit, so there is no need to select the sample of newly enrolled students.

From the list of students on the New Enrollee Listing Form, you will select a sample of students during the preassessment visit using the school-specific Instructions for Sampling New Enrollees. This form (shown on page 3.32) provides the following information:

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

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



Impacts Statistical Validity

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

New Enrollee Listing Form

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

Sex:

- 1-Male
- 2-Female

Race/Ethnicity:

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

National School Lunch Program (NSLP):

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

Students with Disability (SD) (Students who have an Individualized Education Plan classification (such as 504) for reasons other than being gifted and talented.):

- 1 - Yes, SD.
- 2 - No, not SD.
- 9 - Information unavailable at this time.

English Language Learners (ELL) (Students are classified by the school as English language proficient.):

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

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

06/27/07

School name & ID: _____ Page _____ of _____

**NAEP 2007-2008 Long-Term Trend
NEW ENROLLEE LISTING FORM**

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

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

-B- Student Name	-C- Home- room	-E- Grade	-F- Birth Date (MM/YYYY)	-G- Sex	-H- Race/ Eth.	-I- NSLP status	-J- SD	-L- ELL	-N- New En.	(NAEP codes for student background variables are listed on the reverse side)		For Sampling Use Only	
										Line No.*	Sampled "X"		
										1	1		
										1	2		
										1	3		
										1	4		
										1	5		
										1	6		
										1	7		
										1	8		
										1	9		
										1	10		
										1	11		
										1	12		
										1	13		
										1	14		
										1	15		
										1	16		
										1	17		
										1	18		
										1	19		
										1	20		

*REMEMBER TO RENUMBER THE LINE NUMBERS IF YOU NEED EXTRA PAGES

Code all students sampled from this list as new enrollees by entering a "1" in column N of the Administration Schedule.

Example of Instructions for Sampling New Enrollees

School Name: Andrew Chapel Christian Academ

2:32PM

School ID: 4510025

7/19/2007

NAEP2008 INSTRUCTIONS FOR SAMPLING NEW ENROLLEES - LTT

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

LT session

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

1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15
 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30
 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44

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

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

N. E-File Roster (Ages 9 and 17 only)

It is important that NAEP is statistically valid and one way to ensure this validity is to make sure that all eligible students have a chance to be selected to participate in NAEP, particularly those who have enrolled in the school between the time the list of students was submitted for sampling and the preassessment visit. For schools with age 9 or age 17 students only, the E-File Roster is a list of all the school's students submitted for sampling. It contains each student's name and all the demographic variables that were submitted for each student on the student list.

At the preassessment visit, for schools with age 9 or age 17 students, you will compare this list to the list of currently enrolled students provided by the school coordinator in order to identify newly enrolled students. Once you have completed the preassessment visit, you should store the E-File Roster in the NAEP Storage Envelope. The students' names should not leave the school after the preassessment visit.

NAEP-2008/LTT E-FILE STUDENT ROSTER											
July 25, 2007											
Wedgewood Middle School 1220980											
-D-	-B-	-C-	-E-	-F-		-G-	-H-	-I-	-J	-L-	
LINE #	STUDENT NAME	HOME ROOM	Grade	MOB	YOB	SEX	RACE/ ETHNICITY	NSLP	SD	ELL	
117	BARNES, KAITLIN A		4	10	1996	2	1	2	2	2	
121	BHANGAL, NICHOLAS SINGH		4	4	1997	1	4	2	2	2	
124	BURNETT, APRIL C		4	4	1996	2	1	2	2	2	
128	CAIN, KAYLEE		4	5	1997	2	3	2	2	2	
132	CHASE, BRADEN		4	7	1997	1	1	1	2	2	
135	CHAU, BREANNA		4	11	1996	2	1	1	2	2	
139	CONTRERAS, JULIANNA		4	4	1997	2	3	2	2	2	
142	CRAIG, MATTHEW		4	12	1996	1	1	2	1	2	
146	DODD, WILLIAM J		4	2	1997	1	1	2	2	2	
149	DOLK, SASKIA A.		4	11	1997	2	1	1	2	2	
153	EBENAL, KRISTIAN		4	6	1997	1	1	1	2	2	
157	FIORE, AMBER LYNN		4	5	1997	2	1	1	1	1	2
160	FORSMAN, JUSTIN R		4	7	1997	1	1	1	2	2	
164	GEHRINGER, ALEXANDER R		4	7	1997	1	1	2	2	2	
167	GREATHOUSE, KAYLA N		4	11	1996	2	1	1	2	2	
171	HATHAWAY, BRITTANY		4	8	1997	2	1	2	2	2	
174	HILL, SPENCER DOLPH		4	1	1997	1	1	1	2	2	
178	HUGHES, VERONICA N		4	6	1997	2	1	1	2	2	
182	JACKSON, OLIVER S		4	4	1997	1	4	1	2	2	
185	JOHANNESSEN, AARON KJARTEN		4	6	1997	1	1	2	2	2	
189	JOHNSON, OLIVIA		4	8	1997	2	1	1	2	2	
192	KINGSLIEN, CHASE		4	9	1996	1	1	2	2	2	
196	KLYN, ALEXIS J		4	1	1997	2	1	1	2	2	
199	KOVALENKO, EVGENEY		4	7	1997	1	1	2	2	1	
203	KROFTA, JOSEPH CONNER		4	10	1996	1	1	1	2	2	
206	LIGHT, ANGUS EDWARD		4	8	1997	1	1	2	2	2	
210	LOPEZ, FAUSTO		4	1	1997	1	3	2	2	2	
214	LUCKEY, MADISON J		4	2	1997	2	1	2	1	2	
217	MCDANIEL, ALEX HAILEY		4	12	1996	2	1	2	2	2	
221	MCMANN, MITCHELL G		4	4	1997	1	1	1	2	2	

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

O. Field Sampling Line Numbers

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

For schools with age 9 or age 17 students, that are E-Filed and e-sampled, the Field Sampling Line Numbers will be downloaded to the SDS in early December and will be available for you to print. For schools that you sample using the SDS, you will the print the Field Sampling Line Numbers in order to draw the sample from the numbered hard copy list of eligible students provided by the school.

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

NAEP 2008 Field Sampling Line Numbers Form - LTT				2:22PM
School ID:	1220970	Region:	FL-2	Area: 1
				7/19/2007
School Name:	Brownsville Middle School			
School Address:	3700 W Avery Street Pensacola, FL 32505-6265			
Year-round School: No				
62 students were sampled from 230 listed by this School.				
Students Selected for the Sample				
Using the line numbers listed below, record an "LT" next to the student's line number to indicate that the student has been selected for the assessment.				
1, 5, 8, 12, 16, 19, 23, 27, 31, 34, 38, 42, 45, 49, 53				
57, 60, 64, 68, 71, 75, 79, 82, 86, 90, 94, 97, 101, 105, 108				
112, 116, 120, 123, 127, 131, 134, 138, 142, 146, 149, 153, 157, 160, 164				
168, 172, 175, 179, 183, 186, 190, 194, 197, 201, 205, 209, 212, 216, 220				
223, 227				

P. Student Sampling Summary Report

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

We have developed a Student Sampling Summary Report (SSSR), shown below, which summarizes the unresolved data checks for each school. At the preassessment visit, for schools with age 9 or age 17 students, this report should be included in the School Folder and you should review it with the school coordinator.

In schools with age 13 students, the SSSR will be posted to the SCS 24 to 48 hours after the student sample has been transmitted to Westat. You will review any SSSRs with school coordinators on assessment day.

In some cases, you will not need to address the issues with the school coordinator, while in other cases you should review the issues and attempt to resolve them with the school coordinator. In all cases, review the proper course of action with your field manager. He or she will tell you which issues you will need to discuss with the school and which you do not. Appendix E contains a summary of the error messages that could be printed on the SSSR.

Data to be verified: (SSSR Run Date: 14DEC2006)	Corrected on Admin Schedule	Verified with Sch. Coord. as correct
14.8% of the students are shown as Students with Disabilities. -Data for this school filed in a previous year shows 0.0% Students with Disabilities.		

Q. Certificates of Appreciation (School and Student)

1. Student Appreciation Certificates

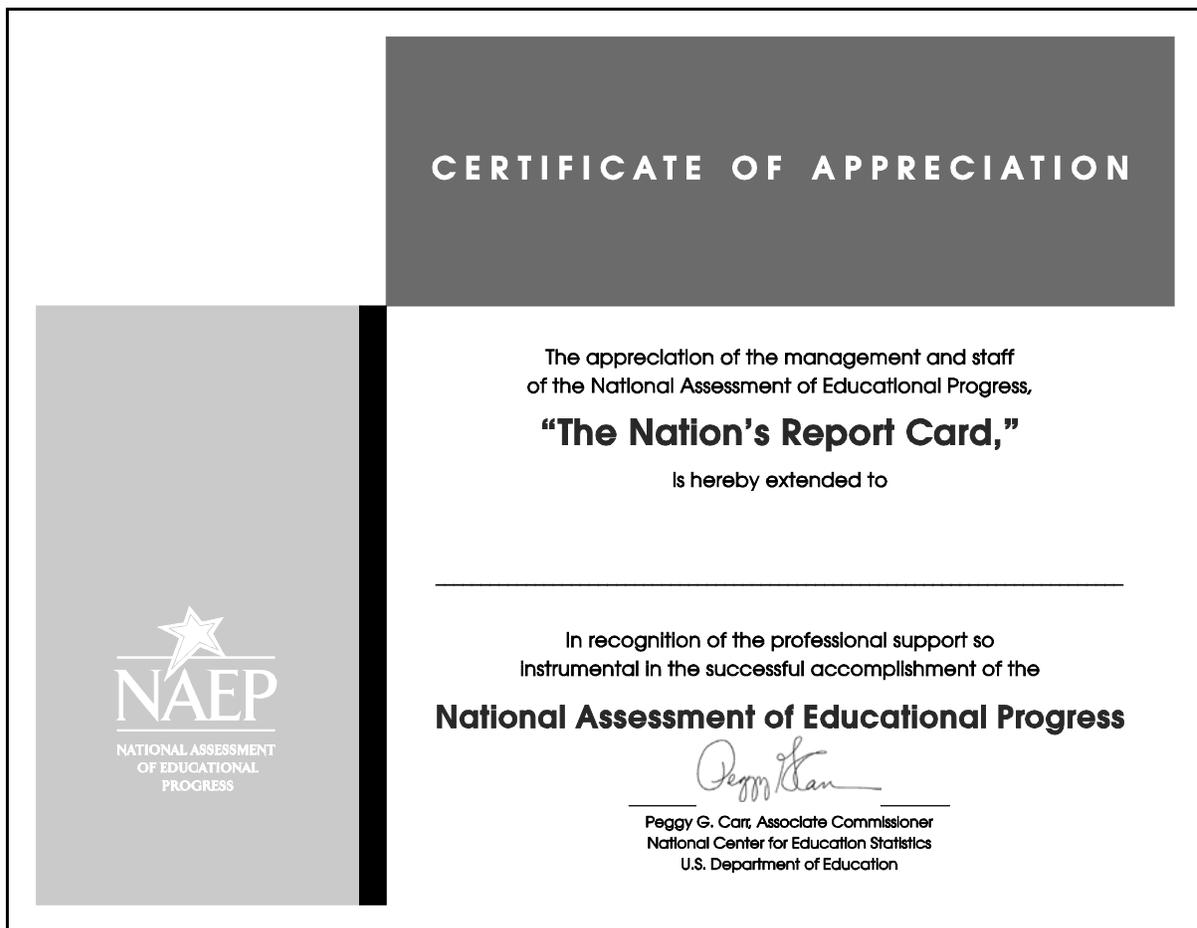
NAEP has created Student Appreciation Certificates as a way to thank each student for his/her participation. In most schools, you will prepare these certificates and give them to the school coordinator during the preassessment visit to use as appointment cards for the students. In schools that elect not to hand out these certificates in advance, the AA will be responsible for distributing them at the end of the session. In these cases, it is your responsibility to give the certificates to the AAs who will need to hand them out.



2. School Certificate of Appreciation

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

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



R. Private School Recruitment Documents

Private school recruitment activities began in May 2007 by a team of 18 field managers and supervisors called gaining cooperation supervisors (GCSV). For each school in his/her recruitment assignment, the GCSV created a School Folder to house the private school-specific materials related to the recruitment process including records of contacts, recruitment materials provided to the school, updated contact information, correspondence between recruiter and school, and the School Data Collection Form (SDCF) that documents assessment arrangements made with the school. Because the regular School Folders were not available when recruitment began, recruiters used generic folders; you may wish to place these folders inside the official age-level LTT folder for consistency. This section describes each of the recruitment documents you will find in private School Folders and any steps you should take in completing the forms.

You should familiarize yourself with the information contained in these forms and note any specific requirements, requests, or arrangements made with the school. Shortly after your training, GCSVs who gained cooperation for private schools in your assignment will contact you to review the folder contents, discuss any special circumstances, and answer any questions you may have. The GCSV will also inform you when they have contacted the school coordinator to introduce you as the local assessment supervisor who will assume responsibility for NAEP activities from that point forward. You will contact the school coordinator shortly afterward to initiate a relationship with him/her, answer any questions, and provide your contact information. Westat hopes that promoting continuing contact and reducing the number of individuals who contact private schools will prevent attrition during the assessment window.

All recruitment materials must remain in the School Folder when it is returned to the home office. Following the field period, recruitment records and documents are analyzed by home office staff and used to refine materials and recruitment procedures for future recruitment efforts.

1. Private School Log

Each private School Folder contains a one-page school-specific Private School Log that lists the information known about the school at the time it was selected including contact and locating information, affiliation, up to five professional associations the school belongs to, a 6-year history of NAEP selection/participation status, and space for GCSV's to enter corrections and notes. On the reverse side of the log is space where the GCSV noted information gleaned from Internet research, any special instructions related to assessing the school, and any sensitive information the assessment team should be aware of.

Pay close attention to the section titled "Special Instructions." The recruiting supervisor noted there any special requests made by the school coordinator such as a request to assess all, required dress codes, or specific AA gender requirements. In the section titled "Sensitive Information" the recruiter supervisor may have recorded information that you or team members need to know and take into consideration to ensure that the assessment

goes well in the school. Some of this information should not be shared with the school. Examples of information recorded here include notations that the school is concerned about confidentiality, a particular staff member is not supportive and should be handled sensitively, or the school is recovering from some crisis. You may wish to discuss these issues with the recruiting supervisor to ensure that you fully understand how to deal with the sensitive information.

2. School Data Collection Forms

Each School Folder also contains the Nonpublic SDCF used by the recruiter to document contacts in the Record of Calls section, confirm participation, structure conversations with the school principal and the school coordinator, and to record specific information and arrangements related to preassessment and assessment activities. The cover of the form contains a pre-printed label listing the contact, location, and other information from the SCS. Recruiters have made appropriate corrections to the label information and entered them into the SCS. Important information you need to review on this form include the following:

- the name and contact information for the school coordinator,
- the total or estimated enrollment of the age to be assessed,
- the confirmed assessment date,
- year-round schedule information where appropriate,
- the preferred method for providing the list of eligible students for sampling,
- the name and telephone number of the person who will assume responsibility for the Parent/Guardian Notification Letter, and
- any additional assessment arrangements or information you should know.

Please pay particular attention to the section documenting the school's preferred method for providing the list of eligible students. Many private schools are sensitive to the confidentiality of this information and reluctant to allow the information to leave their campus. It is critical that you make no attempts to persuade a school to E-File or send you the list of eligible students by fax or by FedEx if they have expressed the desire for on-site sampling. (It is never acceptable to receive lists by e-mail.) If the school has requested that names never leave the campus, honor that request and take care to show the school coordinator that you have removed the names from any materials taken from the school following preassessment visits and assessments. If you need help in working around such restrictions, your field manager can guide you.

Recruiting supervisors have made every attempt possible to speak with every school coordinator, review all items on the SDCF and enter all information required. Should you find that an SDCF is not completely filled out, contact the recruiter to determine the reason for the omission. In rare instances (such as a school only recently recruited), you may need to

make the initial school coordinator call to collect the information and make the necessary arrangements.

3. Gaining Cooperation Tracking Form

The Gaining Cooperation Tracking Form is the blue document stapled to the inside of the private School Folder. Sometimes more than one recruiter was involved with gaining the participation of a school and this form was created to track the folder as it moved among recruitment staff. The name of the primary recruiter whom you should contact with any questions is recorded at the top of the form. In rare instances, the School Folder of a non-participating school may be sent to you for assistance with recruitment or refusal conversion. In those instances you will make the necessary updates to this form. If the school cooperates, the folder will remain with you for assessment. If the school refuses or is ineligible for any reason, you will return the folder to the primary recruiter.

4. Materials Checklist

Gaining cooperation staff used the Materials Checklist to document which materials were used with individual schools during the recruitment process. Recruiting supervisors customized mailings and other contacts with private schools by selecting from a Private School Recruitment Toolbox containing a variety of informational materials, reports, endorsement letters, and adaptable letters for addressing varying situations. The information recorded on this checklist will allow the home office to evaluate which materials worked best with different kinds of schools. Should school staff comment on any of the NAEP private school materials, please summarize their feedback in the note box on this form so that it can be included in the analysis.

5. The Internet Search Form

The Internet Search Form was used by recruiters as they conducted Internet searches to record information they considered useful for customizing a more personalized initial mailing to schools or for addressing arguments the schools might make for non participation. Introducing school achievements or highlighting relevant points in mission statements provided good segues into discussions about why schools should participate in NAEP. Reviewing this form will provide you with interesting information that you may find useful as you work with the school.

6. Special Situation Form

The Special Situation Form documents any special requests a school made and the statisticians approved in reference to sampling. Examples of situations documented on this form include requests to assess all or fewer students in a grade/age, requests to assess age eligible students in only one grade, etc. If a special situation was arranged for a school, a flag in the SCS will also alert you that the form exists.

Private School Recruitment Documents

**NAEP 2008
SPECIAL SITUATION FORM**

SCHOOL NAME: _____
 SCHOOL ID: _____ DATE: _____
 RECRUITER: _____ ASSESSMENT DATE: _____
 FIELD MANAGER: _____ TERR/REG/AREA: _____

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

_____ are all grade/age-eligible students.
 _____ fewer sessions than number assigned.
 _____ is refused, all students in that session should be coded with Administration Subject refused by school.

INTERNET SEARCH RESULTS

NAEP ID: _____ School name: _____
 Website: _____
 Types of students (i.e. all boys or girls, special needs): _____
 Grade span or grade enrollment information: _____

GAINING COOPERATION TRACKING FORM

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

SCHOOL NAME: _____
 GC REGION: _____
 SUPERVISOR: _____
 DATE FOLDER RECEIVED: _____
 DATE FOLDER RETURNED: _____
 REMARKS TO ALTERNATE: _____

MATERIALS CHECKLIST FOR SCHOOL FOLDERS

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

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

Code	1 = First Mailing
	1+ = Second Mailing
	CY = Conversion Visit
	PAV = Post-assessment Visit
	A = Assessment
	B = Other, explain:

NAEP ID: _____
 SV Name: _____

Customized Letters

Selected to participate New
 Selected to participate Out
 Private School Coordinator
 Difficult to Reach Principal
 Reluctant principal: Minitest
 Reluctant principal: Consent
 Board of Education
 School Coordinator Consent
 SV Direct to Teacher
 SC to Teacher
 School Coordinator
 Director Support
 Assists Letter
 I created another letter (des
 Endorsement Letters - N

Supervisor: _____ Territory: _____ Region: _____

NAEP 2007-2008 NONPUBLIC SCHOOL DATA COLLECTION FORM

PLACE PREPRINTED SCHOOL LABEL HERE	MAKE COPIES AND ENTER
NAEP ID #	
McSchool Registration ID #	
Diocese	
School Principal	
School Name	
School Address	
School Telephone	
Grade(s) Sampled	
Assessment Date	
Agreement	
Estimated # of Sampled Students	
Non Public School Survey (see /see)	
Territory/Region/Area	

1. PRIOR TO MAKING INITIAL COOPERATION CONTACT

- What is the study the school has been selected to part?
- Review Private School Log and latest Research?
- Determine if you need to fill out the Nonpublic School Log?
- Have the appropriate NAEP 2008 Nonpublic NAEP materials on hand.

2. DESCRIBE THE FOLLOWING WITH PRECISION

- Confirm receipt of information package. The was not received.
- Discuss the study from the point of view of school material, review the study and inquire by ask if the SC needs another set of material.
- Obtain school coordinator information

*Name: _____
 *Telephone: _____

PRIVATE SCHOOL LOG

GC SUPERVISOR _____ GC REGION # _____
 PA SUPERVISOR _____ PA TERR/AREA _____

DIocese	IF SAMPLED	NAEP COOPERATION DATE
SUPERINTENDENT NAME:		
ADDRESS:		
CITY/STATE/ZIP:		
TELEPHONE:		
NAEP ID:		
MC SCHOOL REGISTRATION:		
SCHOOL NAME:		
PRINCIPAL NAME:		
SCHOOL ADDRESS:		
CITY/STATE/ZIP:		
TELEPHONE:		

ASSESSMENT TYPE: (ARTS / LTT / FT)
 SELECTED GRADE(S)/AGE:
 PREARRANGED ASSESSMENT DATE:
 ENDORSEMENT 1
 ENDORSEMENT 2
 ENDORSEMENT 3

(NOT SELECTED/COOPERATING/REFUSED/INELIGIBLE)

HEAD ADMINISTRATOR (IF NOT PRINCIPAL)
 ADMINISTRATOR TELEPHONE: _____

IF SCHOOL NOT ELIGIBLE, CHECK REASON: (document in box)

- HAS SAMPLED GRADE, BUT NO ELIGIBLE STUDENTS
- CLOSED
- NOT A REGULAR SCHOOL
- OTHER INELIGIBLE _____