

## U.S. Department of Agriculture Letter

A letter from the U.S. Department of Agriculture (shown below), authorizing the release of National School Lunch Program data, as part of the NAEP data collection process, is sent to the school coordinator in the Preassessment Packet.

	
<p><b>United States Department of Agriculture</b></p> <p>Food and Nutrition Service</p> <p>3101 Park Center Drive Alexandria, VA 22302-1500</p>	<p><b>MEMO CODE:</b> SP 40-2008</p> <p><b>DATE:</b> September 29, 2008</p> <p><b>SUBJECT:</b> Reaffirmation of Policy on Limited Disclosure of Children's Eligibility Information to the National Assessment of Educational Progress (NAEP)</p> <p><b>TO:</b> Special Nutrition Programs All Regions</p> <p style="padding-left: 40px;">State Agencies Child Nutrition Programs All States</p> <p>The administrators of the NAEP have asked that we remind school food authorities that they may disclose, without parent/guardian consent, children's names and eligibility status (whether they are eligible for free meals or free milk or reduced price meals) to persons directly connected with the administration or enforcement of a Federal or State education program, as permitted by section 9(b)(6)(A)(ii)(I) of the Richard B. Russell National School Lunch Act. Persons directly connected to the administration or enforcement of NAEP are authorized recipients of children's free and reduced price meal eligibility status because NAEP is a Federal education program. Additionally, school food authorities may disclose children's names and eligibility status to persons directly connected with the administration or enforcement of State educational assessment programs to the extent that the State assessment is part of the NAEP or the assessment program is established at the State, not local level. Other State education programs also are eligible to have access to participants' names and eligibility status, without parent/guardian consent, but the program must be established at the State, not local level.</p> <p>The term "persons directly connected" for the purpose of disclosure to NAEP includes Federal, State and local program operators responsible for NAEP program administration or program compliance and their contractors. This does not imply that these persons have routine access to participants' eligibility status. There must be a "need to know" for legitimate NAEP purposes.</p> <p>We recommend that school food authorities inform households if they plan to disclose or use eligibility information outside the originating program. We also recommend that the school food authority enter into a written agreement with NAEP officials. We suggest that the agreement be signed by both the school food authority and NAEP officials, as</p>
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## Parent/Guardian Notification Letter

The No Child Left Behind Act requires that the parents of students sampled for the NAEP assessment be notified that their child has been selected and that participation is voluntary. NAEP has developed a sample Parent/Guardian Notification Letter (page A.12) for schools to use or modify as necessary. Schools are encouraged to print the letter on their school letterhead before sending to parents. Sometimes a school may choose to notify parents by including a statement about NAEP in a newsletter, and this is acceptable. While signed consent is not a NAEP requirement (although some schools, districts, or states may require it), NAEP does require you to collect a dated copy of the Parent/Guardian Notification Letter that each school sends before assessments can be conducted.

States, districts, or schools determine how parents are notified. The method used can be found on the State Information Form. In the fall, public schools receive either a state-specific letter or the NAEP Parent/Guardian Notification Letter from the NAEP State Coordinator. Private schools receive a letter from their gaining cooperation supervisor. Your supervisor will include a copy of the appropriate (either state-specific or generic) Parent/Guardian Notification Letter to schools in the Preassessment Packet.

## Parent/Guardian Notification Letter

**PARENT/GUARDIAN NOTIFICATION LETTER**  
NAEP 2009

(School Letterhead)

Dear Parent or Guardian:

We are pleased to tell you that our school has been selected to represent schools across our state and nation by participating in the National Assessment of Educational Progress (NAEP). NAEP is given by the U.S. Department of Education and tells us what American students know and can do in key subject areas. It is the only ongoing nationally representative assessment that provides this valuable information.

NAEP has been given in schools for nearly 40 years. You may have taken the assessment yourself when you were in school. The results are published in a report called *The Nation's Report Card* which provides reliable student achievement information to educators, parents, and other citizens.

In our school, the NAEP assessment will be given on (date) in reading, mathematics, or science. In addition, a few students may be assessed as part of a field test in other subjects. Your child (may be/has been) selected to take the assessment. In addition to subject area questions, students will be asked some background questions such as how often they use computers and what types of classes they take.

It will take approximately 90 minutes for students to complete NAEP. The results are completely confidential, and your child's grades will not be affected. Your child may be excused from participation for any reason, is not required to finish the assessment, and may omit any test question. While NAEP is voluntary, we depend on student participation to collect information on student achievement that will inform improvements in education. **Your child will represent many other students, so participation is very important.** However, if you do not want your child to participate, please notify me in writing by (date).

There is no need to study in preparation for NAEP. We do ask parents to encourage their children's best efforts and to have them get plenty of rest the night before the assessment.

If you would like to have additional information about NAEP, please visit the web site at: <http://nces.ed.gov/nationsreportcard>. If you have questions or would like to review a booklet that includes the background questions and sample assessment questions, please contact me at (telephone number) or via e-mail at (e-mail address).

We are excited that our school will be participating in NAEP, and we are pleased that your child (may be/has been) selected. **We know that (school name)'s students will help us to show what American students know and can do!**

Sincerely,

School Principal

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## Logistics Questionnaire

The Logistics Questionnaire contains questions related to the assessment day logistics. If the school coordinator does not complete the questionnaire before the preassessment visit, the questions are reprinted in your *Quality Control Booklet* (QCB) for you to ask the school coordinator during the preassessment visit.

### NAEP 2009 LOGISTICS QUESTIONNAIRE

On assessment day, the other NAEP assessment team members and I will arrive at the school 1 hour before the assessments are scheduled to begin to prepare for the assessments. Where should we park?

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We will wear our NAEP Identification Badges and check in at the main office. Are there other procedures or protocols specific to your school that we need to follow?

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Is there a room where the assessment team may work until it is time to go to the assessment locations and a place for our team to work after the assessment?

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Once the students in the assessment session have begun reading the booklet directions, students cannot be admitted to the session. How should we handle students who arrive too late to be assessed?

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

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How should we dismiss students when the assessment session is over and the materials have been collected and accounted for?

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

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When the assessment is over, I will need to conduct a short debriefing interview with you and give you the completed NAEP Storage Envelope that will contain the names of the selected students and participating teachers. Where can I find you after the assessment sessions are over?

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## NAEP Storage Envelope

There are two versions of the NAEP Storage Envelope (shown below). The traditional red NAEP Storage Envelope is for grades 4, 8, and 12. Instructions on the outside of the envelope tell the school coordinator to dispose of all assessment documents by June 1, 2009, or the end of the school year.

A second NAEP Storage Envelope, colored blue, is for grade 12 schools. Instructions on the envelope indicate that the school coordinator should dispose of the envelope and all of its contents on or around December 31, 2009.

Both versions of the NAEP Storage Envelope will stay at the school throughout the assessment period and will be used by you and the school coordinator to store various assessment-related documents, such as Administration Schedules, Rosters of Questionnaires, and completed School and Teacher Questionnaires.



**STORAGE ENVELOPE**

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



School ID 0 0 2 - 1 2 2 - 0  
 School Name Dixon Middle School  
 City, State Oakland, FL

As requested, the NAEP Storage Envelope containing the Administration Schedule(s), Student List(s), Roster(s) and other NAEP material was destroyed on:

(Date Destroyed)

Signed \_\_\_\_\_  
 Title \_\_\_\_\_  
 Print Name \_\_\_\_\_

School Coordinator: Sam Stewart

Your NAEP Representative: Sally Richardson

Your NAEP Representative's Phone: 309-555-0123

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

Assessment Date & Time: February 4, 2009 - 9:00am

Time NAEP Team will Arrive: 8:00am

After June 1 or the end of your school year:

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



**Grade 12**

**STORAGE ENVELOPE**

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

Staple NAEP Return Postcard,  
(with school name & id completed and facing out)

HERE

School Coordinator: \_\_\_\_\_

Your NAEP Representative: \_\_\_\_\_

Your NAEP Representative's Phone: \_\_\_\_\_

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

Assessment Date & Time: \_\_\_\_\_

Time NAEP Team will Arrive: \_\_\_\_\_

After December 31, 2009:

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



# NIES Envelope

If a school is identified as eligible for the National Indian Education Study (NIES) during sampling, your supervisor will include an NIES envelope in the Preassessment Packet. The contents of the NIES envelope include the NIES Brochure, an NIES parent letter, an NIES Student Information Report, and *NIES Sample Questions Booklets*. More information can be found about these items in Appendix D.

The collage displays various components of the NIES 2009 materials:

- Top Left:** A sunburst logo with "NIES 2009" inside.
- Top Center:** "NIES 2009 Master of Questionnaires" form, including sections for School Questionnaires, Teacher Questionnaires, and Administrative Schedules.
- Top Right:** "NIES 2009 Student Information Report" form with a table for student data.
- Middle Left:** "National Indian Education Study" brochure with the NIES logo.
- Middle Center:** "Sample Questions" booklet with the heading "General Information about the Nation's Report Card".
- Middle Right:** "National Indian Education Study Grade 8 Teacher Questionnaire" form.
- Bottom Left:** "National Indian Education Study Grades 4 and 8 School Questionnaire" form.
- Bottom Center:** "National Indian Education Study Grade 4 Teacher Questionnaire" form.
- Bottom Right:** A "For NAEP Staff Use Only" label with fields for School # and Teacher #.