

The SD/ELL Online Questionnaire Summary

School staff will be given the option of completing questionnaires in hardcopy or online at www.naepq.com. If the person most knowledgeable about a student identified as SD and/or ELL chooses to complete either the SD or ELL Questionnaire online, the school coordinator will be asked to print the SD/ELL Online Questionnaire Summary for you to use in place of the hardcopy questionnaire(s). During your independent work at the preassessment visit, you (or the AA assisting you) will then transcribe the information from the printout onto the Inclusion Worksheet, just as is done with the hardcopy questionnaires.

SD/ELL Online Questionnaire Summary							
School Name: Dixon Middle School							
NAEP ID Number: 9921220							
Session#/Line#	Student Booklet ID Number	Subject	SD/ELL	Q3 - How does student participate in state test? A= Without Accom.	Q4 What accommodations does student receive on state test in assigned NAEP subject?	Q5 Are accommodations student receives allowed on NAEP? A= Yes B= No, assess w/allowed accom. C= No, do not assess	Q6 Could student participate with only NAEP permitted accommodations? A= Yes (list accommodations) B= No, do not assess
RS0801/18	211 321679 1	Science	SD	B	Read aloud most or all Small group Extended time	A	
RS0803/02	101 023578 1	Mathematics	SD	B	Other - read aloud to self Read aloud most or all	A	
RS0803/05	102 910456 2	Mathematics	SD	B	Small group Extended time	A	
RS0803/11	104 723467 1	Mathematics	ELL	B	Bilingual version of test booklet One on one School staff administrators Breaks during test	A	
RS0803/13	502 322018 0	Reading	SD	B	Read aloud most or all One-on-one Study carrel Extended time		C
RS0803/14	105 005061 3	Mathematics	SD	B	Read aloud most or all Small group Extended time	A	

School Staff and Teacher Questionnaires

The NAEP questionnaires are the only documents used to collect detailed background information from teachers, principals, or other school administrators.

In addition to the SD and ELL Questionnaires, there are also two additional types of school staff questionnaires: Teacher Questionnaires and School Questionnaires shown below.

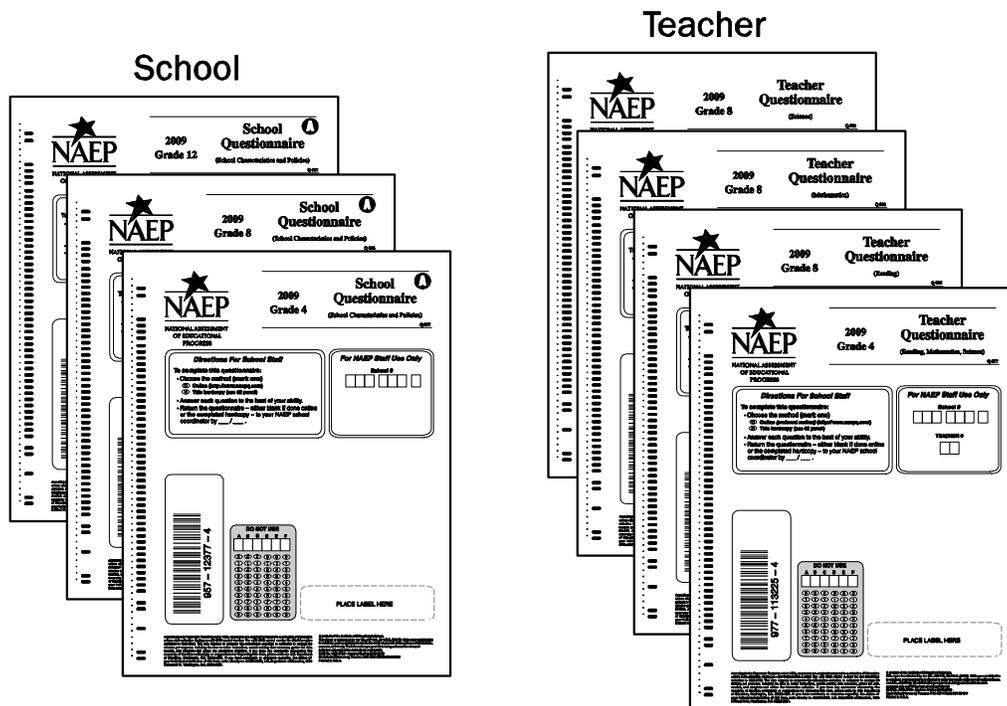
These questionnaires will be used to collect additional information for NAEP. School staff may complete all questionnaires either online or by hand. Online questionnaires can be accessed at www.naepq.com, as printed on the hardcopy questionnaire cover. The instructions to the school coordinator for distributing and collecting all questionnaires are printed on the right side of the Rosters of Questionnaires.

NAEP Teacher Questionnaires

The Teacher Questionnaire collects information about a teacher's background characteristics, educational training, and instructional practices. The Teacher Questionnaires are as follows:

- Grade 4 Reading/Mathematics/Science (combined),
- Grade 8 Reading,
- Grade 8 Mathematics, and
- Grade 8 Science.

All grade 4 and grade 8 teachers who teach the subject(s) being assessed to students in the selected grade will be asked to complete a questionnaire.



New Enrollee Sampling Line Numbers Form and New Enrollee Listing Form

The New Enrollee Listing Form (page B.13) will be used by only the field staff, not by the school coordinator. You will use it to record the names and demographic information of the students who are currently enrolled at the school but not on the list of students submitted to NAEP in the fall.

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 New Enrollee Sampling Line Numbers Form (page B.20). A set of line numbers for the appropriate session type is used to select the students for the assessment.

New Enrollee Listing Form and New Enrollee Sampling Line Numbers Form

NAEP 2009 New Enrollee Sampling Line Numbers Form			8:30 AM
School ID: 9921220	Region: FL2	Area: 2	11/1/2008
School Name: Dixon Middle School 12399 Eastern Ave. Oakland, FL 12345			
Year-round school: No			
New Enrollees Selected for the Assessment			
RS session			
To identify the students selected for the assessment, enter an "RS" next to the line numbers listed below on the New Enrollee Listing Form in the column headed "Selected":			
1, 3, 4, 5, 7, 8, 10, 11, 13, 14, 15, 17, 18, 20, 21 22, 24, 25, 27, 28, 29, 31, 32, 34, 35, 36, 38, 39, 41, 42 44, 45, 46, 48, 49, 51, 52, 53, 55, 56, 58, 59, 65, 66, 67, 69, 70, 72, 73, 75, 76, 77, 79, 80, 86, 87, 89, 90, 91, 93, 94, 96, 97, 98, 100, 101, 107, 108, 110, 111, 113, 114, 115, 117, 118, 128, 129, 131,			

School name & ID: Dixon Middle School 992-122-0 Page 1 of 1
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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 *New Enrollee Sampling Line Numbers Form*, select the sample of these students. Record the appropriate session type abbreviation (RS, RN, RM, PL, SH, CS, CE) in the "Sampled" column for those students who have been sampled. Write their names and demographic data on the appropriate Administration Schedules remembering to enter a "1" in column M since these are considered new enrollees.

-B- Student Name	-C- Home- room	-E- Birth Date (MM/YYYY)	-F- Sex	-G- Race/ Eth.	-H- NSLP status	-I- SD	-K- ELL	-M- New En.	For Sampling Use Only	
									Line No.*	Sampled
								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 M of the Administration Schedule.

Original List of Students Submitted for Sampling

The Original List of Students Submitted for Sampling (shown below) is the original list of student names. Supervisors will include this form in the School Folder. ACs will use the Original List of Students Submitted for Sampling to check against the current list of students, in order to determine if there are any new enrollees at the school.

NOTE: The version of the Original List of Students Submitted for Sampling in the School Folder you receive may vary slightly, depending on whether the school E-Filed (submitted their list of students electronically) or was sampled by your supervisor.

NAEP 2009: ORIGINAL LIST OF STUDENTS SUBMITTED FOR SAMPLING				
July 31, 2008				
Dixon Middle School 992-122-0				
-A-	-B-	-C-		-D-
STUDENT NAME	HOME ROOM	MOB	YOB	SEX
Abercrombie, Andrea	101	5	1995	2
Aquinaga, Hector Omar	103	9	1994	1
Andres, Arturo	220	8	1995	1
Arambula, Serina Marie	108	6	1995	2
Avalos, Irma Jeanethe	232	11	1994	2
Avila, Claudia	232	9	1995	2
Ballentine, James Lee	178	10	1995	1
Berry, Brittany Bianca	178	6	1995	2
Bronson, David	101	5	1994	1
Cadell, Paola	220	1	1995	2
Cain, Ron	105	8	1994	1
Cantor, Jose Daniel	108	9	1994	1
Cisneros, Erik	232	4	1994	1
Cooper, Danny	232	10	1995	1
Cruz, Jesus	220	9	1994	1
Davila, Lillana	178	3	1995	2
Davila, Manuela	178	3	1995	2
Delgadillo, Chris Stacey	101	11	1995	2
Donn, Jeffrey	101	5	1994	1
Edwards, Edgar	103	2	1995	1
Elerby, Tabrica	105	11	1995	2
Estrada, Martin Pedro	108	5	1995	1
Fadden, Thomas	232	4	1995	1
Fernandes, Lorenzo	232	5	1994	1
Fitz, Julian	101	8	1995	1
Fry, Pamela	178	9	1995	2
Furtado, Jenny	203	12	1995	2
Garcia, Ashley M	232	5	1995	2
Gardner, Kristy	234	4	1995	2
Gill, Donna	220	12	1994	2
Goldstein, Henry	100	11	1995	1
Haines, Judy	232	8	1994	2
Harris, Charlene Marie	101	5	1994	2
Harris, Jasmine Mykiva	103	11	1994	2
Hoffman, Casey	105	8	1995	2
Horning, Lizet	108	3	1994	2
Jackson, Sarah	232	12	1994	2
Jenkins, Tiffany S	232	7	1995	2
Jones, Akeem Demtruis	232	7	1994	1
Jones, Linda	233	7	1995	2

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 samples and the student samples using the lists of eligible students submitted by schools, districts, and states. When those student lists are submitted by E-Filing, they 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 E-Filers, giving them an opportunity to correct or verify the submitted data.

For some schools that submitted an E-File, you will receive a Student Sampling Summary Report, shown on page B.16, which summarizes the online data checks that each school received. Not all schools will have a Student Sampling Summary Report. Your supervisor will include this report in the School Folder, if necessary.

Student Sampling Summary Report

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

Log of Schools

The Log of Schools (shown below) is a computer-generated, complete listing of all schools in your area in NAEP School ID Number order. You will receive the log from your supervisor. Use the log to quickly find assessment dates for your assigned schools, help you schedule your activities, and assist you in conducting your weekly call with your supervisor.

NAEP 2009 Log of Schools

Region	Area	NAEP ID	School Name	Sch Type	Status	Pre-Assmt Visit Date	Scheduled Asmt Date	Special Study	SSSR
SD-1	1	4612150	Alkali Elem	Public	Cooperating	1/7/09	1/29/09	N/A	No
SD-1	1	4622160	Alkali Elem	Public	Cooperating	1/7/09	1/29/09	N/A	N/A
SD-1	1	4631230	Belle Fourche Hi Sch	Public	Cooperating	1/22/09	2/26/09	HSTS	No
SD-1	1	4622280	Belle Fourche Middle Sch	Public	Cooperating	1/21/09	2/25/09	N/A	N/A
SD-1	1	4631292	St. Mary's	Catholic	Cooperating	1/17/09	2/12/09	N/A	N/A
SD-1	1	4612610	East Elem	Public	Cooperating	1/13/09	2/17/09	N/A	N/A
SD-1	1	4612910	Lead-Deadwood Elem	Public	Cooperating	1/8/09	1/28/09	ESBQ	N/A
SD-1	1	4622330	Lead-Deadwood Middle Sch	Public	Cooperating	1/9/09	1/26/09	N/A	N/A
SD-1	1	4610560	Newell Elem	Bureau of Indian Education	Cooperating	1/14/09	3/3/09	NIES	No
SD-1	1	4630310	Newell Hi Sch	Public	Cooperating	1/15/09	3/4/09	N/A	N/A
SD-1	1	4621400	Newell Middle Sch	Public	Cooperating	1/16/09	3/3/09	N/A	N/A
SD-1	1	4611800	Opal Elem	Public	Cooperating	1/19/09	1/29/09	N/A	N/A
SD-1	1	4620580	Opal Elem	Public	Cooperating	1/19/09	1/29/09	N/A	N/A
SD-1	1	4612780	South Park Elem	Public	Cooperating	1/21/09	2/24/09	N/A	N/A
SD-1	1	4631220	Spearfish Hi Sch	Public	Cooperating	1/23/09	2/19/09	N/A	N/A
SD-1	1	4622290	Spearfish Middle Sch	Bureau of Indian Education	Cooperating	1/12/09	2/18/09	NIES	No
SD-1	1	4612800	Sturgis Elem	Public	Cooperating	1/15/09	2/10/09	N/A	N/A
SD-1	1	4612330	Whitewood Elem	Public	Cooperating	1/21/09	1/29/09	N/A	N/A
SD-1	1	4622420	Williams Middle Sch	Public	Cooperating	1/8/09	2/11/09	N/A	N/A

NAEP 2009 Listing of Sampled Students

The NAEP 2009 Listing of Sampled Students (shown below) is printed out by the supervisor and placed in the School Folder. There should be one copy per session. The list contains the Session Number, student names, and homeroom for each student. After the preassessment visit, update this form by crossing out any students who are withdrawn, ineligible, or excluded. Also, group any students together who will be assessed in the same accommodation group. You will provide the school coordinator with a copy of this form before leaving the school to inform teachers of the students selected for the assessment. You will also provide copies of this form to your AAs in order to direct students to the correct session.

NAEP 2009 Dixon Middle School	Listing of Sampled Students (992-122-0)	10/15/09
RS0803		
Student Name		Homeroom
Mark Peters		232
Susan Phillips		232
Tim Pierce		232
Carol Price		232
April Putnam		232
Kimberly Qualls		232
Marisol Ramos		232
Tyrone Randal		232
Julia Reed		232
Michael Reynolds		232
Pedro Rivera		232
Sang Robins		232
Daniel Rogers		232
Christina Rowe		232
Tina Sanders		178
Karen Safford		178
Roberto Sanchez		178
Edwin Scott		178
Paige Smith		178
Elena Stewart		178
Daniel Taylor		178
Chris Thomas		178
Tony Tucker		178
James Vann		178
Brian Walker		178
Aamir Williams		178
Karol Greene		101
Jan Nelson		220

Teacher Notification Letter

The Teacher Notification Letter (shown below) is provided for the school coordinator to inform the teachers of students selected for NAEP sessions. You will provide the school coordinator with a copy of this letter during the preassessment visit. School officials can copy or modify this letter as they wish for distribution to all teachers of students who will be participating in the assessment.

NAEP 2009 TEACHER NOTIFICATION LETTER

Date: _____

TO: Grade _____ Teachers

FROM: _____, NAEP Representative

SUBJECT: National Assessment of Educational Progress (NAEP)

Thank you for the excellent work that you and your students have invested in learning and achievement. We are pleased that students from your school have been selected to represent hundreds of thousands of students across our country by participating in the 2009 administration of the National Assessment of Educational Progress (NAEP).

NAEP monitors what American students know and can do in key subject areas at the elementary, middle, and high school levels and provides reliable student achievement profiles to American educators and citizens. NAEP is the only ongoing nationally representative assessment to chart trends in students' achievement across our nation. For more than 35 years, NAEP has been successful because of the support of teachers whose students participated in the assessment.

Each NAEP assessment session will take about 90 minutes. The assessments are scheduled for:

SESSION #	DATE	TIME	LOCATION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Another important component of NAEP is the National Indian Education Study (NIES), which is administered to all American Indian and Alaskan Native (AI/AN) students who are sampled for NAEP. In your school:

the AI/AN students sampled for NAEP will complete the NIES Questionnaire (20-30 minutes) on the following day and time:

DATE	TIME	LOCATION
_____	_____	_____

there are no AI/AN students sampled for NAEP in your school.

It is very important to the results of the study that all students selected for NAEP attend the correct session. Each attached list of students indicates the session each student must attend. Please assist us by seeing that students attend the sessions on time.

Please contact your school's NAEP school coordinator for additional information about the assessment. For background information, sample questions, and NAEP publications, please visit the NAEP website at <http://nces.ed.gov/nationsreportcard/>.

We look forward to working with you, and we thank you for helping us to show the world the achievement of American students.

Certificates of Appreciation (School and Student)

Student Appreciation Certificates

NAEP has created Student Appreciation Certificates (shown below) as a way to thank each student for his/her participation. In grade 4 schools, AAs will hand out these certificates to the students at the conclusion of the assessment session. In most grade 8 and grade 12 schools, you will give a supply of these certificates to the school coordinator during the preassessment visit to use as appointment cards for the students. In grade 8 and grade 12 schools that elect not to hand out these certificates in advance, it is your responsibility to provide a supply to the AAs who will then distribute them at the end of the session.



Students in grades 8 and 12 are encouraged to bring their own scientific or graphing calculators for use during the assessment and will receive an appointment card with instructions for bringing a NAEP-appropriate calculator.

	CERTIFICATE OF APPRECIATION
	<p>Thank you for participating in the National Assessment of Educational Progress</p> <p> Peggy G. Carr, Associate Commissioner National Center for Education Statistics U.S. Department of Education</p>
<p>NAME: _____</p> <p>DATE: _____</p> <p>TIME: _____</p> <p>LOCATION: _____</p> <p>Please bring your own scientific or graphing calculator to the NAEP assessment. You are not permitted to use a laptop or other portable computer, cell phone, pocket organizer, device with a typewriter-style keyboard, electronic writing pad, or pen-input device. If you do not have a calculator, NAEP will provide you with a scientific calculator to use during the assessment.</p>	

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 8½ x 11 paper and is inserted in an attractive folder. It is suitable for framing, and many schools do so and hang it on their walls.

You will present the School Certificate of Appreciation to the school coordinator at the conclusion of the School Coordinator Debriefing Interview on assessment day.

