

APPENDIX D

NIES MATERIALS

At the top of the NIES Administration Schedule, there is space for:

- the school ID number,
- the school name,
- the survey session, and
- the administrator name.

In the top-right corner, you will record the date, time, and location of the survey session, and if necessary, that of the makeup survey session.

In the Summary Box under the school and session information, you will calculate and record survey summary totals, similar to the way in which you and your assessment administrators (AAs) will record summary totals for NAEP on the Administration Schedule.

Below is the summary information for columns on the NIES Administration Schedule:

- student attendance,
- student name,
- the NAEP Session and Line Number from the Administration Schedule,
- the NAEP booklet ID number (from column **O** of the Administration Schedule),
- the NIES Student Questionnaire ID Number,
- the Math NAEP Teacher Number,
- the Reading NAEP Teacher Number,
- the NIES Administration Code, and
- the list of NIES Administration Codes.

NIES Student Information Report

The NIES Student Information Report (shown below) is a document your supervisor will print from the Student Data System (SDS). The NIES Student Information Report will include students sampled with a Race Code of **5**. The school coordinator will review it for missing and/or inaccurate data for students selected for the NIES. The school coordinator will also use the NIES Student Information Report to record the reading and mathematics teacher names of the students selected for the NIES.

NIES Student Information Report

School Name: _____ **NAEP ID#:** _____

All students sampled for NAEP who are classified as American Indian or Alaska Native (AI/AN) are eligible to be surveyed for the National Indian Education Survey (NIES), which is a component of NAEP. Please see the enclosed NIES Brochure and *NIES Sample Questions Booklet* for more information.

School Coordinator Instructions:
Review the list of students sampled for NAEP who are classified as AI/AN (NAEP race code = 5 in column C below).

- **If the race code is correct**, record “Yes” in column D. Also, record the student’s
 - reading teacher name in column E, and
 - mathematics teacher name in column F.
- **If the race code is incorrect**, record “No” in column D and update the race on the NAEP Student Information Report for this student.
 - Leave columns E and F blank.
- Place the completed NIES Student Information Report in the **NIES Envelope** to give to the NAEP representative at the preassessment visit.

Session # _____

	A	B	C	D	E	F
NAEP Line #	NIES Line #	Student Name	NAEP Race Code	Is this student’s race code correct in column C?	Reading Teacher	Mathematics Teacher
	01					
	02					
	03					
	04					
	05					
	06					
	07					
	08					
	09					
	10					
	11					
	12					
	13					
	14					
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	26					
	27					
	28					
	29					
	30					
	31					
	32					

NIES Roster of Questionnaires

The NIES Roster of Questionnaires (shown below) is used to track the status of the NIES School and Teacher Questionnaires. The front of the roster is where the school coordinator will record the name of the principal completing the NIES School Questionnaire and the names of the reading teachers. The back of the roster is where the school coordinator records the names of the mathematics teachers and their questionnaire ID #'s.

II. NIES Teacher Questionnaire		II. NIES Teacher Questionnaire		SCHOOL #: <input type="text"/> - <input type="text"/> - <input type="text"/>			<input type="checkbox"/> Pearson Use Only						
No.	Mathematics Teacher Name	No.	NIES Teacher Questionnaire ID #	Return Status			No.	Reading Teacher Name	No.	NIES Teacher Questionnaire ID #	Return Status		
				Hardcopy	Online	Not Completed					Hardcopy	Online	Not Completed
15		15	98						01	98			
16		16	98						02	98			
17		17	98						03	98			
18		18	98						04	98			
19		19	98						05	98			
20		20	98						06	98			
21		21	98						07	98			
22		22	98						08	98			
23		23	98						09	98			
24		24	98						10	98			
25		25	98						11	98			

NIES 2009 Roster of Questionnaires
(School and Teacher Questionnaire Tracking Form)

SCHOOL #: - -

I. NIES School Questionnaire Distributed to: _____	I. NIES School Questionnaire ID# (Barcode ID # on Cover) 960- <input type="text"/>	Return Status Hardcopy <input type="checkbox"/> Online <input type="checkbox"/> Not Completed <input type="checkbox"/>	SCHOOL NAME: _____ CITY/STATE: _____
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II. NIES Teacher Questionnaire		II. NIES Teacher Questionnaire		Return Status			School Coordinator		
No.	Reading Teacher Name	No.	NIES Teacher Questionnaire ID #	Return Status			Instructions for Distributing and Collecting Questionnaires		
				Hardcopy	Online	Not Completed	Give the School Questionnaire to the principal. • Encourage him/her to complete it online. • Point out the date (listed on the front cover) by which it should be completed and returned to you.*		
01		01	98				Distribute the Teacher Questionnaires. • Give one questionnaire to each reading and mathematics teacher listed on this Roster of Questionnaires. • Encourage teachers to complete them online. • Point out the date (listed on the front cover) by which they should be completed and returned to you.* Mark the appropriate "Return Status" oval. • As each hardcopy is returned to you, mark the "Return Status" (Hardcopy or Online) on this Roster of Questionnaires based on how it was completed. • If a questionnaire is not returned to you, mark the "Not Completed" oval. Keep this Roster and all completed questionnaires together. The NAEP Representative will collect them from you on assessment day. *School staff who complete the questionnaires online should return the blank hardcopy questionnaires to you with the "online" oval shaded on the front cover.		
02		02	98						
03		03	98						
04		04	98						
05		05	98						
06		06	98						
07		07	98						
08		08	98						
09		09	98						
10		10	98						
11		11	98						
12		12	98						
13		13	98						
14		14	98						

Listing of Sampled Students for NIES

The Listing of Sampled Students for NIES (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 name, and homeroom of the students. This form should be updated for ineligible and excluded students, copied, and given to the school coordinator before you leave the preassessment visit. The school coordinator may distribute his/her copy to teachers of the students selected for the NIES. This form should also be distributed to AAs on the morning of the session, as it takes the place of needing multiple copies of the NIES Administration Schedule. At the conclusion of the session, collect and account for each copy of the Listing of Sampled Students for NIES and leave it in the NAEP Storage Envelope.

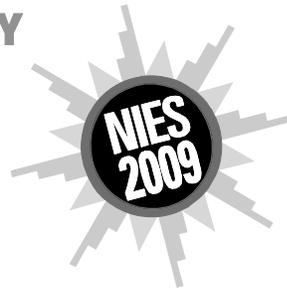
NAEP 2009 NIES Student List		1/15/2009
Dixon Middle School (9911220)		
Student Name	Homeroom	
Kimberly Qualls	232	
Daniel Rogers	232	
Tina Sanders	178	
Edwin Scott	178	

NIES Appointment Card

The NIES Appointment Card is distributed by the AAs after the regular session to inform selected students that they are invited to participate in the NIES. As the AAs collect the student ID labels, they will place the appointment cards on the upper-right corner of the students' desks.

NATIONAL INDIAN EDUCATION STUDY

Thank you for taking NAEP! You are now invited to help with a special study. This study will help people who make decisions about education learn more about students like you who are of American Indian or Alaska Native heritage.



For this study, you will be asked to answer questions about your life as an American Indian or an Alaska Native.

It will only take 15 to 20 minutes to answer these questions, and they're all about you!

Turn this card over to find out when and where you will answer these questions.

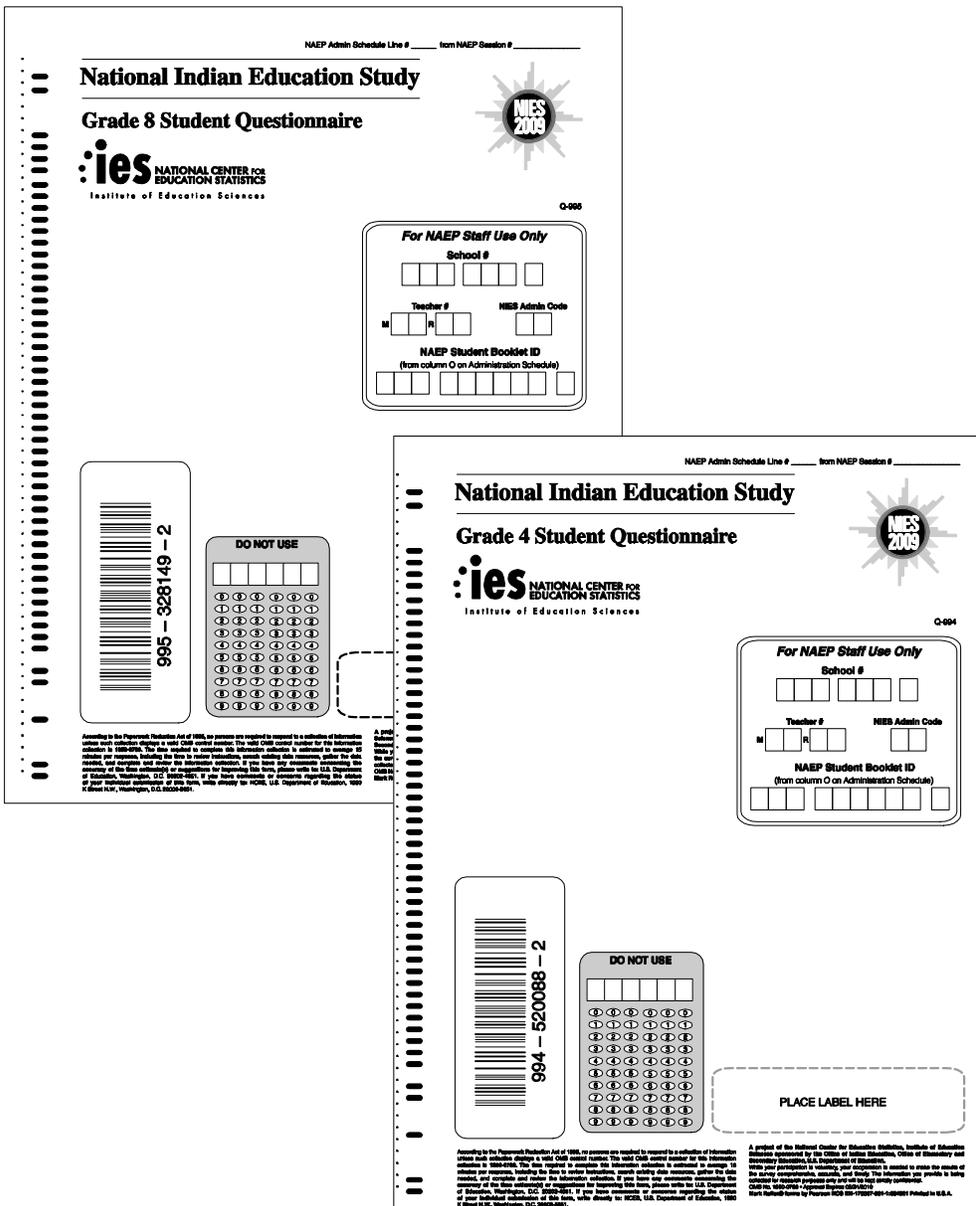
Thank you for being part of this special study!

NIES Student Questionnaires

The NIES Survey (shown below) is in a booklet separate from the regular NAEP assessment booklet. These booklets are referred to as the NIES Student Questionnaires.

There are four NIES Student Questionnaires:

- Grade 4 (non-Alaska),
- Grade 8 (non-Alaska),
- Grade 4 (Alaska), and
- Grade 8 (Alaska).



NIES School Questionnaire

The NIES School Questionnaire (shown below) is distributed only in schools participating in the NIES. This questionnaire collects information about school factors related to the education of AI and AN students in the school.

Like the NAEP School Questionnaire, there is one NIES School Questionnaire per school, and it is to be completed by the principal or someone designated by the principal. It is available for completion online or in hardcopy booklet format. Give the NIES School Questionnaire to the school coordinator at the preassessment visit.

For schools participating in the NIES, you will receive the NIES School Questionnaire in the School Folder from your supervisor.

National Indian Education Study

Grades 4 and 8 School Questionnaire



ies NATIONAL CENTER FOR EDUCATION STATISTICS
Institute of Education Sciences

Q-960

Directions For School Staff

To complete this questionnaire:

- Choose the method (mark one)
 - Online (<http://www.naepq.com>)
 - This hardcopy (use #2 pencil)
- Answer each question to the best of your ability.
- Return the questionnaire – either blank if done online or the completed hardcopy – to your NAEP school coordinator by 02 / 03.

For NAEP Staff Use Only

School #

GR4

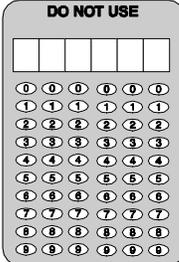
GR8

9 9 2 1 2 2 0



960 – 218506 – 3

DO NOT USE



Mrs. Bernard

According to the Paperwork Reduction Act of 1996, no persons are required to respond to a collection of information unless each collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0780. The time required to complete this information collection is estimated to average 30 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4851. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NAEP/NCEES, U.S. Department of Education, 1990 K Street N.W., Washington, D.C. 20036-9861.

A project of the National Center for Education Statistics, Institute of Education Sciences sponsored by the Office of Indian Education, Office of Elementary and Secondary Education, U.S. Department of Education. This report is authorized by law (PL 107-110, 20 U.S.C. §6010). While your participation is voluntary, your cooperation is needed to make the results of the survey comprehensive, accurate and timely. All responses that relate to or describe identifiable characteristics of teachers or schools may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law. OMB No. 1850-0780 - Approval Expires 05/31/2010. Mark Release® forms by Pearson MCS 88-170087-001-1-05482 Printed in U.S.A.

NIES Teacher Questionnaires

The NIES Teacher Questionnaires (shown below) collect information about the teacher’s background and instructional practices as they relate to the education of the AI and AN students whom the teachers serve.

There are two NIES Teacher Questionnaires: one at grade 4 and one at grade 8. Only teachers who teach reading or mathematics to students selected for the NIES will complete a Teacher Questionnaire. NIES Teacher Questionnaires are available for teachers to complete online or in hardcopy booklet format.

Bring to the preassessment visit the prepared School Questionnaires and the grade-specific NIES Teacher Questionnaires.

In the School Folder, your supervisor will include two NIES Teacher Questionnaires for each student on the NIES Administration Schedule, for up to five students. For schools with five or more students on the NIES Administration Schedule, you will receive a total of 10 NIES Teacher Questionnaires.

National Indian Education Study

Grade 8 Teacher Questionnaire



ies NATIONAL CENTER FOR EDUCATION STATISTICS
Institute of Education Sciences

Q-989

Directions For School Staff

To complete this questionnaire:

- Choose the method (mark one)
 - Online (preferred method – <http://www.naepq.com>)
 - This hardcopy (use #2 pencil)
- Answer each question to the best of your ability.
- Return the questionnaire – either blank if done online or the completed hardcopy – to your NAEP school coordinator by 02 / 02.

For NAEP Staff Use Only

SCHOOL #

9	9	2	1	2	2	0
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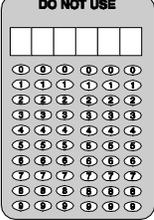
TEACHER #

Math		Reading	0	1
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989 – 453172 – 0

DO NOT USE



Mr. Thomas

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A project of the National Center for Education Statistics, Institute of Education Sciences sponsored by the Office of Indian Education, Office of Elementary and Secondary Education, U.S. Department of Education. This report is authorized by law (P.L. 107-110, 20 U.S.C. §6103). While your participation in voluntary, your cooperation is needed to make the best use of the survey construction, assembly, and final. All responses that relate to or describe identifiable characteristics of teachers or schools may be used only for statistical purposes and may not be checked, or used, in identifiable form for any other purpose, unless otherwise compelled by law. OMB No. 1820-0076 • Approved Expires 06/01/2010. Most Health forms by Pearson BOS 00-170087-001-1-00488 Printed in U.S.A.

NIES Survey Scripts

There are two NIES Survey Scripts (shown below):

- the Grade 4 NIES Survey Script, and
- the Grade 8 NIES Survey Script.

The NIES scripts use different wordings and procedures than the session scripts for regular sessions.

4th

2009 NATIONAL INDIAN EDUCATION STUDY

SURVEY SCRIPT: GRADE 4

Introduction

Good morning/afternoon, everyone! My name is (YOUR NAME). Today you are participating in a special survey for American Indian and Alaska Native students in the United States.

8th

2009 NATIONAL INDIAN EDUCATION STUDY

SURVEY SCRIPT: GRADE 8

Introduction

Good morning/afternoon, everyone! My name is (YOUR NAME). Today you are participating in a special survey for American Indian and Alaska Native students in the United States. This survey is part of a study called the National Indian Education Study. The survey collects information on the educational experiences of American Indian and Alaska Native students like you and the role of Indian culture in your education. To make sure that all students receive the same instructions, I will be reading them to you from this script.

In this survey, you will be asked questions about you, your family, and your school experiences. Do not write your name on your survey booklet. You will not get a grade on this work. When the study is over, your answers will be combined with information from other American Indian and Alaska Native students from all over the country. The results of this study will help government leaders work with states, schools, and Indian tribes to strengthen educational programs for American Indian and Alaska Native students across the country.

Distribute Materials

Option 1: Booklets and Pencils Not Previously Distributed

Before I hand out your materials, please clear your desks. As I call your name, please come forward to get a booklet and pencil. After you get your booklet, place it face up on your desk and do not open it until I tell you to.

- Read students' names in NIES Administration Schedule order to distribute booklets and NIES pencils.
- Record a "✓" or an "A" in column A (Atten.) of the NIES Administration Schedule.

NIES SURVEY SCRIPTS 3.1

tion Study. The survey
an Indian and Alaska Native
on. To make sure that all
to you from this script.

nly, and your school
You will not get a grade on this
with information from other
country. The results of this
and Indian tribes to strengthen
students across the country.

ly Distributed

I call your name, please come
place it face up on your desk

chedule order to distribute

NIES Administration Schedule.

1.1