

Appendix A

2000 High School Transcript Study Data Collection and Documentation Forms

Exhibit A-1. Disclosure notice

DISCLOSURE NOTICE

2000 HIGH SCHOOL TRANSCRIPT STUDY

Date: Spring Quarter 2000
Fall Quarter 2000

A copy of this student's transcript ___ will be ___ has been provided to WESTAT, agent for the U.S. Department of Education, National Center for Education Statistics (NCES). The granting of Education Department authority for collection of the transcript data has been made pursuant to the provisions of the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. 1232g), as implemented by 34 CFR 99.31(a)(3)(ii) and 99.35. This disclosure statement fulfills the requirements of provision 34 CFR 99.32 of FERPA.

The High School Transcript Study (HSTS), sponsored by NCES, is being conducted to collect information on current course offerings and course taking in the nation's secondary schools. This student has been selected to participate in HSTS, and data from these records will be combined with others into statistical summaries and tables. No individually identifiable information will be released in any form.

School Information Form
2000 High School Transcript Study

School Name: _____	Telephone: _____
City, State: _____	Fax: _____
Principal: _____	E-mail: _____

A. School Information

1. Who will be the school coordinator for the HSTS?

Name: _____ Phone #: _____

1a. Does the coordinator work in the summer? (Circle 1 or 2)

Yes 1 No 2

1b. If yes, when is the coordinator available?

Dates: _____ Hours: _____

1c. When will the final transcripts for the class of 2000 students be available?

Date: _____

1d. When will be a convenient time to return to the school to pick-up copies of transcripts?

Dates: _____ Hours: _____

1e. If district/school refuses to participate, please explain: _____

Exhibit A-2. School information form—Continued

2. Where and with whom will a copy of the 2000 NAEP administration schedule be kept?

Where: _____

With whom: _____

3. Explain to the coordinator: We would like to insert disclosure notices as "markers" in the student files and return to obtain transcripts after graduation. No student time is involved, confidentiality is maintained, and you will be reimbursed for all of the transcripts copied.

Record coordinator's comments or objections regarding this procedure: _____

4. Explain to the coordinator: Typically, schools do not require parental consent because we provide printed FERPA notices for each sampled student's file. (However, parent information and consent letters are available if the school insists.) Are letters needed for this school?

Record coordinator's comments, and provide letters, if requested: _____

5. Explain to the coordinator: We would like to obtain course catalogs (now) for the last four (4) school years: 1996-97, 1997-98, 1998-99, and 1999-2000. Ideally, catalogs should contain all courses offered at the school including honors, vocational, remedial, special ed., and off-campus courses. Our preference, if available, would be school-level catalogs.

5a. The list below is in order of preference with the most "desirable" type of catalog listed first. Indicate on the list the type of catalogs that you will obtain at this school. (Check all that apply)

School-level catalogs that provide course names and content descriptions

District-level catalogs that provide names and descriptions of the course offerings for this particular school clearly marked

Course list by department that includes general descriptions of course offerings by department

Course lists without content descriptions

District-level catalogs without school-level indication

Exhibit A-2. School information form—Continued

5b. When will these Course Catalogs be available?

___ Now ___ Later Date available: _____

Comments about obtaining course catalogs: _____

5c. Explain to the coordinator: We would like to obtain three (3) sample transcripts for students who have already graduated—without names or identifying information. The sample transcripts should reflect regular courses, honors courses, special education courses, and other special programs offered at the school (IB, performing arts, etc.).

Date: _____ Time: _____

Comments: _____

5d. Schedule an appointment to return to collect catalogs and the “sample” transcripts, as appropriate.

Date: _____ Time: _____

Comments: _____

B. Obtaining Course Catalogs

1a. Which type(s) of catalogs were obtained? (Check all that apply)

- School-level catalogs that provide course names and content descriptions
- District-level catalogs that provide names and descriptions of the course offerings for this particular school clearly marked
- Course list by department that includes general descriptions of course offerings by department
- Course lists without content descriptions
- District-level catalogs without school-level indication

1b. In the space provided, indicate whether you received catalogs for the corresponding years.

NOTE: Record the School ID and Catalog # on the cover of all documents.

Catalogs received for the following years: (Check all that apply)

<u>School Year</u>	YES	NO
1996-97	_____	_____
1997-98	_____	_____
1998-99	_____	_____
1999-00	_____	_____

2. The catalogs obtained should reflect all the courses available for the class of 2000 during their years at this school. Include 9th grade courses if taken at a junior high/middle school. Do the catalogs include the following course offerings?

A. Vocational Courses (Circle 1 or 2)

Yes ----- 1 No ----- 2

If yes, how are vocational courses indicated in the catalog(s)? _____

B. Remedial Courses (Circle 1 or 2)

Yes ----- 1 No ----- 2

If yes, how are remedial courses indicated in the catalog(s)? _____

C. Honors Courses (Circle 1 or 2)

Yes ----- 1 No ----- 2

If yes, how are honors courses indicated in the catalog(s)? _____

D. Special Education Courses (Circle 1 or 2)

Yes ----- 1 No ----- 2

If yes, are different levels of special ed. (i.e., resource and self-contained) identified in the course catalog(s)? _____

E. Off-Campus Courses (Circle 1 or 2)

Yes ----- 1 No ----- 2

If yes, how are off-campus courses indicated in the catalog(s)? _____

F. ESL or Bilingual Courses (Circle 1 or 2)

Yes ----- 1 No ----- 2

If yes, how are ESL or bilingual courses (courses taught in a language other than English) indicated in the catalog(s)? _____

3. Complete the Course Catalog Checklist. What is the status of the checklist?

___ Complete ___ Incomplete

4. Who is the best person to contact if Westat staff have questions about the course catalogs?

___ School Coordinator ___ Principal ___ Other

<u>Name</u>	<u>Title</u>	<u>Phone Number</u>
_____	_____	_____

C. Obtaining Other School Information

- 1. How many credits does a student earn for a course taken for a single period that lasts for the whole 1999-2000 school year?**

1999-2000 # of Credits: _____

- 1a. Has this changed during the last four (4) school years? (Circle 1 or 2)**

Yes ----- 1 No ----- 2

- 1b. If yes, how many credits are earned for a year-long course for the following years?**

1998-99 # of Credits: _____

1997-98 # of Credits: _____

1996-97 # of Credits: _____

- 2. How many class periods does a student typically have per day, not including lunch?**

of class periods: _____

- 3. What is the maximum number of class periods a student can take per day at this school?**

Max. # of periods: _____

- 4. What is the minimum number of class periods a student can take per day at this school?**

Min. # of periods: _____

- 5. Is the minimum number of courses required different for seniors? (Circle 1 or 2)**

Yes ----- 1 No ----- 2

- 6. How long does the typical class period last?**

of minutes: _____

- 7. Are credits for honors/AP classes defined the same as in Question #1? (Circle 1 or 2)**

Yes ----- 1 No ----- 2

If no, describe any differences: _____

Exhibit A-2. School information form—Continued

8. Are credits for special education students defined the same as in Question #1? (Circle 1 or 2)

Yes ----- 1 No ----- 2

If no, describe any differences: _____

9. Does this school include 9th grade? (Circle 1 or 2)

Yes ----- 1 No ----- 2

9a. If yes, do most students attend this school for four (4) years? (Circle 1 or 2)

Yes ----- 1 No ----- 2

9b. If no, where do most students attend 9th grade?

- A single feeder Junior High/Middle School
- Several Junior High/Middle Schools in the district
- Other schools not in this district or affiliated with this school

10. What type of diplomas does this school offer? (Check all that apply)

- Standard
- Regents (NY State Only)
- Honors
- Certificate of Merit
- Vocational
- Special Education
- Certificate of Attendance
- International Baccalaureate
- Other (Specify): _____

11a. Are graduation requirements for all high school diplomas documented in the course catalog(s)?

Documented Not Documented (Go to Q. 12)

Exhibit A-2. School information form—Continued

11b. Specify the relevant catalog page number(s) indicating graduation requirement. (Place a paperclip on the corresponding pages.)

Graduation requirements recorded on page(s): _____ (Go to Q. 13)

Comments: _____

12. What are the graduation requirements (diploma type) for the following subject areas?

** Skip this item if Q. 11b indicates where to locate graduation requirements in the catalog(s).

Diploma Type	Standard	Honors	Vocational	Other
* Total Credits Required for Graduation	_____ (credits)	_____ (credits)	_____ (credits)	_____ (credits)
Write NA on the credit lines if the school does not offer the program.				
A. English/Language Arts	_____ (credits)	_____ (credits)	_____ (credits)	_____ (credits)
B. Mathematics	_____ (credits)	_____ (credits)	_____ (credits)	_____ (credits)
C. Computer Science	_____ (credits)	_____ (credits)	_____ (credits)	_____ (credits)
D. Social Studies/History	_____ (credits)	_____ (credits)	_____ (credits)	_____ (credits)
E. Science	_____ (credits)	_____ (credits)	_____ (credits)	_____ (credits)
F. Foreign Language	_____ (credits)	_____ (credits)	_____ (credits)	_____ (credits)
G. Physical Education/Health	_____ (credits)	_____ (credits)	_____ (credits)	_____ (credits)
H. Other (_____)	_____ (credits)	_____ (credits)	_____ (credits)	_____ (credits)
I. Other (_____)	_____ (credits)	_____ (credits)	_____ (credits)	_____ (credits)

* This number may be larger or smaller than the credits specified for subject areas A-I listed here because of electives and/or overlapping sections.

Exhibit A-2. School information form—Continued

13. Are there any courses required for graduation that do not receive credits? (Circle 1 or 2)

Yes ----- 1 No ----- 2

If yes, specify: _____

14. Do these graduation requirements assume four (4) years of high school? (Circle 1 or 2)

Yes ----- 1 No ----- 2

If no, explain: _____

15. Are there grade point average (GPA) requirements for graduation? (Circle 1 or 2)

Yes ----- 1 No ----- 2

If yes, explain: _____

16. Are there state or district competency tests or performance assessments that are required for graduation? (Circle 1 or 2)

Yes ----- 1 No ----- 2

If yes, in what content areas (e.g., Reading, Citizenship, Functional Math)? _____

Exhibit A-2. School information form—Continued

17. Does this school offer any special programs or serve as a “Magnet School?” (Circle 1 or 2)

Yes ----- 1 No ----- 2

17a. What types of special programs are offered? (Check all that apply)

- International Baccalaureate
- Performing Arts
- Science/Technology
- Continuing Education
- Other (Specify): _____

17b. When was this/were these programs established at this school?

Year: _____ Program: _____

Year: _____ Program: _____

18. What type of technology resources does this school have? (Check all that apply)

- One (1) or more Computer Labs
- Local area network
- Many classrooms with computers
- Internet connection – In Library/Media Center
- Internet connection – In Computer Labs
- Internet connection – With classroom computers
- Other (Specify): _____

19. If Westat staff have questions about credits, graduation requirements, special programs, or technology resources, who would be the best person to contact?

School Coordinator Principal Other

NAME	TITLE	PHONE NUMBER
_____	_____	_____

D. Reviewing the Transcripts

Directions: Complete this section while you are at the school and after you have received copies of the sample transcripts.

1. Sample transcripts obtained include: (Check all that apply)

- Regular courses
- Honors courses
- Special education courses

2. Is the typical "A, B, C" grading system used? (Circle 1 or 2)

Yes ----- 1 No ----- 2

If no, explain their grading system: _____

3. Is the grading system the same for all students (i.e., special education, honors, etc.)? (Circle 1 or 2)

Yes ----- 1 No ----- 2

If no, explain: _____

4. Do the course titles or course numbers on the transcript match those in the course catalog(s)? (Circle 1 or 2)

Yes ----- 1 No ----- 2

Comments: _____

Exhibit A-2. School information form—Continued

5. Are there abbreviations or symbols on the transcripts that are not self-evident? (Circle 1 or 2)

Yes ----- 1 No ----- 2

5a. Ask the coordinator to explain the abbreviations or symbols. Record the explanation on the Transcript Format Checklist.

___ Explained abbreviations/symbols ___ No explanation

6. Transcript Format Checklist and three (3) Sample Transcripts:

- ___ Checked for legibility and completeness
- ___ Names and identifiers have been removed from all transcripts
- ___ Transcript Format Checklist has been completed

7. If Westat staff have questions about the transcripts who would be the best person to contact?

___ School Coordinator ___ Principal ___ Other

<u>Name</u>	<u>Title</u>	<u>Phone Number</u>
_____	_____	_____

Exhibit A-3. Transcript request form, version 1

2000 HIGH SCHOOL TRANSCRIPT STUDY
TRANSCRIPT REQUEST FORM

REGION: 49
SCHOOL ID: 111-348-1
SCHOOL NAME: HOLY TRINITY DIOCESAN HIGH SCH

STUDENT NAME			NAEP ID	EXIT STATUS	COMPLETE IF MISSING							TRANSCRIPT RECEIVED
FIRST	MI	LAST			SEX	BIRTHDATE	RACE/ETH	SD	LEP	TITLE1	NSLP	
			101-0714828		M	07/82	1	Y	N	N	6	
			101-0717797		M	07/82	1	N	N	N	6	
			102-0715398		F	10/81	1	N	N	N	6	
			102-0716203		M	03/82	1	N	N	N	6	
			103-0716176		F	03/82	1	N	N	N	6	
			104-0715750		M	09/82	1	N	N	N	6	
			105-0715540		F	10/81	1	N	N	N	6	
			106-0716964		F	02/82	1	N	N	N	6	
			107-0714263		F	02/82	2	N	N	N	6	
			108-0716463		M	09/84	1	N	N	N	6	
			109-0714650		M	11/82	1	N	N	N	6	
			110-0716079		F	07/82	1	N	N	N	6	
			111-0714656		M	08/82	1	N	N	N	6	
			112-0715256		M	12/81	1	N	N	N	6	
			113-0707183		M	04/82	1	N	N	N	6	
			114-0715146		M	07/82	1	N	N	N	6	
			115-0716935		M	12/81	2	N	N	N	6	
			116-0714781		F	04/82	1	N	N	N	6	

Exhibit A-4. Transcript request form, version 2

2000 HIGH SCHOOL TRANSCRIPT STUDY
TRANSCRIPT REQUEST FORM

REGION:
SCHOOL ID:
SCHOOL NAME:

STUDENT NAME			NAEP ID	EXIT STATUS	COMPLETE IF MISSING							TRANSCRIPT RECEIVED
FIRST	MI	LAST			SEX	BIRTHDATE	RACE/ETH	SD	LEP	TITLE1	NSLP	
			990-0024061									
			990-0024062									
			990-0024063									
			990-0024064									
			990-0024065									
			990-0024066									
			990-0024067									
			990-0024068									
			990-0024069									
			990-0024070									
			990-0024071									
			990-0024072									
			990-0024073									
			990-0024074									
			990-0024075									
			990-0024076									
			990-0024077									
			990-0024078									

Exhibit A-5. NAEP 2000 administration schedule

This form must be completed in No. 2 pencil.
199

Race/Ethnicity Codes

1 = White not Hispanic
2 = Black not Hispanic
3 = Hispanic heritage
4 = Asian/Pacific Islander
5 = American Indian/Alaskan Native
6 = Other

For Use in Columns "F"
Bundle #'s

National School Lunch Program

1 = Student not eligible
2 = Reduced price lunch
3 = Free lunch
4 = Information not available
5 = Refused
6 = School not participating

For Use in Columns "G"
Accommodations:

ADMINISTRATION SCHEDULE Page _____

School #: _____ Session Type: _____

School Name: _____ Grade: _____

Administrator's Name: _____

Original session scheduled for: _____ Day/Date: _____
Time: _____ Location: _____

Makeup session scheduled for: _____ Day/Date: _____
Time: _____ Location: _____

2000 Main Administration Schedule

Grid # _____ Makeup Held

Total in Sample _____

Withdrawn & Ineligible (Admin. Codes 51 & 55) _____

Excluded (Admin. Codes 60-66) _____

= TO BE ASSESSED _____

Absent (grid Makeup if or more absent) _____

Assessed (Original) _____

Assessed (Makeup) _____

|| TOTAL ASSESS _____

Session Number _____

Column Indicators		A	B	C	D			E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Student Name		Formal or Other Location	Session #	Month	Birth Date	Year	Sex	Race	School Lunch	Time	II	III	IV	Original Booklet ID #	Accommodation Booklet ID #	II/III/IV	Admin. Code	When	When	When	When
1			5		19																1
2			3		19																2
3			3		19																3
4			4		19																4
5			5		19																5
6			6		19																6
7			7		19																7
8			8		19																8
9			9		19																9
10			10		19																10
11			11		19																11
12			12		19																12
13			13		19																13
14			14		19																14

ASSESSED IN ORIGINAL

10 = In session full time
11 = No response in booklet
12 = In session part time
13 = Session incomplete
14 = Other, specify in cover

ASSESSED IN MAKEUP

20 = In session full time
21 = No response in booklet
22 = In session part time
23 = Session incomplete
24 = Other, specify in cover

ABSENT

40 = Temporary
41 = Long-term
42 = Admin. Instruct.
43 = Suspended or expelled
44 = In school, did not attend
45 = Outgoing transfer
46 = Parent refusal
47 = Student refusal
48 = Other, specify in cover

OTHER

51 = Withdrawn
52 = Misassigned book (unassess)
53 = Ineligible
55 = Not in sample

REASONS FOR EXCLUS

60 = SD cannot be assessed
61 = PE required account, not OK
62 = SD cannot be assessed
63 = PE required account, not OK
64 = SD cannot be assessed
65 = SD cannot be assessed
66 = Other, specify in cover

ASSESSED WITH ACCOMMODATIONS

71 = Different booklet/science g
72 = Different dictionary
73 = Large print book
74 = Booklet used in regular or
75 = Headed booklet in regular or
76 = Do not use in a reading or
77 = Small group
78 = One-to-one
79 = Scribe or use of computer
80 = Other, specify in cover

Exhibit A-6. Documentation of missing transcripts

NAEP School ID: _____

Supervisor: _____

Documentation of Missing Transcripts

Date: _____

School Name: _____

Number of Transcripts Requested: _____

Number of Transcripts Received: _____

of Regular Transcript: _____

of Honors Transcripts: _____

of Special Edu. Transcripts: _____

Reason(s) for Missing Transcripts: _____

Exhibit A-7. Summary of school transcript activities

2000 HIGH SCHOOL TRANSCRIPT STUDY

SUMMARY OF SCHOOL ACTIVITIES

This sheet summarizes the High School Transcript Study activities that will be undertaken in 2000. Hopefully, it will provide answers to some of the questions you may have. NAEP supervisors will provide you with a more detailed description of these tasks during telephone and in-person visits to the school.

KEY ASPECTS OF THE HIGH SCHOOL TRANSCRIPT STUDY

- NO STUDENT TIME IS INVOLVED. NAEP staff will work with your school and do as much of the work as possible to minimize the burden.
- Students' names and other individually identifying information will be removed from copies of the transcripts before they leave the school.
- Your school will be reimbursed at your usual rate for providing transcripts.

ACTIVITIES INVOLVING SCHOOLS

Phase 1: January – March 2000

1. The 2000 High School Transcript Study sample will be identified by the NAEP supervisor.
2. Course lists or catalogs will also be requested. Course catalogs will be requested for the following years: 2000-99, 1999-98, 1998-97, and 1997-96.
3. A sample of three transcripts will be requested. One should include regular courses, one special education courses, and one honors courses.
4. The NAEP supervisor will need to review transcripts and course catalogs and collect additional information before leaving your school so that questions about either may be clarified.

Phase 2: Summer – Spring 2001

1. In the Summer or Spring of 2001, NAEP staff will return to your school to collect the requested transcripts of students who graduated.

Exhibit A-8. Letter to superintendent



U.S. DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL RESEARCH AND IMPROVEMENT

NATIONAL CENTER FOR EDUCATION STATISTICS

Dear Superintendent:

As described in previous mailings to your district, the 2000 High School Transcript Study is being conducted in conjunction with the 2000 National Assessment of Educational Progress (NAEP). The purpose of this study is to supply data to educational researchers and policy analysts on course-taking patterns and to examine the relationship of these patterns to achievement in secondary schools sampled in the 2000 NAEP. NAEP schools are included in the sample in order that NAEP data and transcript data can be linked. The participation of all selected schools is needed to make the results of the transcript study comprehensive, accurate, and timely.

A list of the NAEP schools in your district selected for this study is enclosed. Detailed information on transcript activities in the school accompanies this letter. No student time is involved; students' names and other individually identifying information will be removed from copies of the transcripts before they leave the school; schools will be reimbursed at the standard rate for supplying transcripts.

The activities for Phase I will be conducted at the same time NAEP supervisors are in the schools selecting the NAEP sample. In the summer or fall of 2000, at a time that the schools have indicated is convenient, supervisors will return to the schools to collect the requested transcripts.

The granting of Education Department authority for collection of the transcript data has been made pursuant to the provisions of the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) as implemented by 34 CFR 99.31 (a)(3)(ii) and 99.35. These laws and regulations permit an educational agency to disclose records to authorized representatives of the Secretary of Education without the prior consent of the survey participants in connection with the audit and evaluation of Federal and State supported education programs. The privacy of the information schools are asked to supply to the NAEP contractors will be protected as required by FERPA and will be further protected by the removal of names and other identifying information. A copy of the relevant section of FERPA regulations is reproduced on the reverse side of this page.

I would appreciate your cooperation in this important component of the 2000 NAEP. If you have any questions about the study or its procedures, I may be contacted at the Department of Education or you may contact Mark Waksberg of Westat at 1-800-283-6237.

Sincerely,

Handwritten signature of Nancy W. Caldwell in cursive.

Nancy W. Caldwell
Westat Project Director for NAEP

WASHINGTON, DC 20005-

Exhibit A-9. Letter to school principal



U.S. DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL RESEARCH AND IMPROVEMENT

NATIONAL CENTER FOR EDUCATION STATISTICS

Dear Principal:

In conjunction with the 2000 National Assessment of Educational Progress (NAEP), the National Center for Education Statistics, U.S. Department of Education has authorized Westat, the NAEP contractor, to obtain student transcript data from a national sample of secondary schools sampled for the 2000 NAEP. The purpose of the 2000 High School Transcript Study is to supply data to educational researchers and policy analysts on course-taking patterns and the relationship of these patterns to student achievement in secondary schools across the nation.

Your school has been selected to participate in this important study and an informational letter has been sent to your District Superintendent. Your school's participation is needed to make the results of this study comprehensive, accurate, and timely. No student time is involved and schools will be reimbursed at their standard rate for supplying transcripts. Detailed information on the transcript activities and the timeframe for data collection accompanies this letter.

The granting of Education Department authority for collection of the transcript data has been made pursuant to the provisions of the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. 1232g), as implemented by 34 CFR 99.31 (a)(3)(ii) and 99.35. These laws and regulations permit an educational agency to disclose records to authorized representatives of the Secretary of Education without the prior consent of the survey participants, in connection with the audit and evaluation of Federal and State supported education programs. The privacy of the information you are asked to supply to the NAEP contractors will be protected as required by FERPA, and will be further protected by the removal of names and other identifying information. A copy of the relevant section of FERPA regulations is reproduced on the reverse side of this page.

I would appreciate your cooperation in this most important component of the 2000 NAEP. If you have any questions about the study or its procedures, I may be contacted at the Department of Education or you may contact Mark Waksberg of Westat at 1-800-283-6237.

Sincerely,

Handwritten signature of Nancy W. Caldwell in cursive.

Nancy W. Caldwell
Westat Project Director for NAEP

WASHINGTON, DC 20006-

Exhibit A-10. Transcript format checklist

NAEP School ID: _____

Supervisor: _____

TRANSCRIPT FORMAT CHECKLIST

Marked	Not Marked	Not on Transcript	
			1. Student's birthdate
			2. Student's race/ethnicity
			3. Student's gender
			4. Student's SD/LEP status
			5. Student's graduation date
			6. Years attending this school
			7. Type of diploma awarded
			8. <u>When</u> a course was taken (year and semester)
			9. For a single course:
			a. course name
			b. number of credits awarded
			c. length of course (one year, semester, or other)
			d. grade received
			e. level of course (honors, remedial, SpEd, regular)
			f. transfer credit from another high school
			g. taught in another language (or ESL course)
			h. vocational courses
			i. location, if not taught at this school site
			10. Total number of credits received
			11. "Weighting" of course credits/grades (for honors or remedial levels)
			12. Are abbreviations or codes used on the transcripts? If so, indicate on the back of this form what they are and what they mean for those that are not obvious.

Exhibit A-11. Course catalog checklist

NAEP School ID: _____

School Name: _____

Supervisor: _____

COURSE CATALOG CHECKLIST

Record each catalog title and check off all items which are identified in the course description materials you have collected.

School Level Materials

School Year	Catalog Title	Course Title	Course Number	Course Credits	Course Description	Course Level ¹	Special Codes ²	Special Programs ³
1996-97								
1997-98								
1998-99								
1999-00								

District Level Materials

School Year	Catalog Title	Course Title	Course Number	Course Credits	Course Description	Course Level ¹	Special Codes ²	Where Offered ⁴
1996-97								
1997-98								
1998-99								
1999-00								

¹ Identified as Regular, Honors, A.P, Remedial, Special Education, ESL?

² Does the catalog describe what codes mean?

³ Are Special Programs (Sp. Ed, IB, Vocational, etc.) included in this catalog?

⁴ Does the district catalog identify courses offered at the sampled HSTS school?

Exhibit A-12. Shipping transmittal form

938442

2000 HSTS – SHIPPING TRANSMITTAL FORM
(INSTRUCTIONS: Fill out for each school and shipment)

School ID #: _____ School Name: _____

Supervisor: _____

School Shipment #: 1 2

Date Shipped: _____

Source of Sample: NAEP List
 New Sample

1. TRANSCRIPTS:

- 1) Total Number Requested _____
- 2) Number in This Shipment _____
- 3) Number Unavailable _____
- 4) Number to be sent/Estimated shipping date _____

IF SCHOOL DID NOT PARTICIPATE IN NAEP, COMPLETE THE FOLLOWING:

2. SD/LEP STUDENT QUESTIONNAIRES:

- 1) Total number requested _____
- 2) Number in this shipment _____
- 3) Number unavailable _____
- 4) Number to be sent _____

3. COURSE CATALOG: (check one)

- In this shipment
- To be shipped
- Unavailable

4. COURSE CATEGORY: (Check one for each year):

- | | | | |
|---|---|---|---|
| <u>1999-2000</u> | <u>1998-99</u> | <u>1997-98</u> | <u>1996-97</u> |
| <input type="checkbox"/> In This Shipment |
| <input type="checkbox"/> To be Shipped |
| <input type="checkbox"/> Unavailable | <input type="checkbox"/> Unavailable | <input type="checkbox"/> Unavailable | <input type="checkbox"/> Unavailable |

5. SCHOOL INFORMATION FORM (Check one):

- In this shipment
- To be shipped

6. COURSE CATALOG CHECKLIST:

- In this shipment

7. TRANSCRIPT FORMAT CHECKLIST:

- In this shipment

Exhibit A-14. Standardization of grades

Standardization of Grades

School ID # _____ Initials _____

Standard	List All Schools Equivalent
01 = A+	
02 = A	
03 = A-	
04 = B+	
05 = B	
06 = B -	
07 = C+	
08 = C	
09 = C-	
10 = D+	
11 = D	
12 = D-	
13 = F	
14 = PASS OR SATISFACTORY	
15 = UNSATISFACTORY	
16 = WITHDREW	
17 = INCOMPLETE	
18 = NON GRADED	
19 = BLANK	
OTHERS (Specify)	

NOTE: ATTACH SAMPLE TRANSCRIPT GRADES FOR TRANSFER AND LIST ID NUMBERS, IF APPLICABLE.