



## DEPARTMENT OF EDUCATION

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Dear School Coordinator:

Welcome to the 2022 National Assessment of Educational Progress (NAEP). I look forward to working with you to coordinate NAEP in your school. A sample of your grade 4 **or** 8 students will be taking mathematics and reading **or** civics and U.S. history **or** civics, mathematics, reading, and U.S. history assessments on assessment date.

As the school coordinator, you will have a number of responsibilities critical to making NAEP a success. The MyNAEP website is designed to assist you with these responsibilities. The timeline below indicates when you will need to complete specific MyNAEP sections.

- **August–September:** Register at [www.mynaep.com](http://www.mynaep.com) with the following registration ID: **MyNAEP Registration ID**. Answer the questions in the **Provide School Information** section by **date**. For instructions, see the enclosed *School Coordinator Responsibilities: A Guide to MyNAEP*.
- **October–November:** Prepare and submit a list of all grade 4 or 8 students electronically in the **Submit Student List** section by **date**. Please see the enclosed *Student List Submission Instructions*.
- **December–January:** An assigned NAEP representative who is responsible for administering the assessment will contact you in early December. At that time, you will log on to the MyNAEP site with the representative and discuss how to complete the **Prepare for Assessment** section. Major tasks are highlighted below.
  - Provide information about students with disabilities and English learners (SD/EL) so that assessment administrators can plan appropriate testing accommodations. You can request MyNAEP access for your school's SD/EL specialists on the **Complete SD/EL Student Information** page so that they can assist with this task.
  - Notify parents/guardians that their children have been selected for the assessment. A sample parent/guardian notification letter **is enclosed and** will be available on the MyNAEP website for you to customize and print on your school letterhead.
  - Schedule the assessment sessions and reserve space at your school. The NAEP team will transport heavy cases of tablets and other materials; please select a location that is on the first floor or accessible by elevator.
  - Update the student list to add any new students who have enrolled since the fall. NAEP will draw a random sample from this group to ensure that all students have an opportunity to be selected for NAEP.
  - Participate in a preassessment review call with your assigned NAEP representative. During this call, you will review and confirm information entered into MyNAEP and other assessment details. Be sure to complete all **Prepare for Assessment** activities before the scheduled call.

- **One week before the assessment:** Visit the **Support Assessment Activities** section to print student appointment cards and notify teachers in advance so they know when to release students.
- **After the assessment:** Safeguard all confidential hardcopy materials until the end of the school year.

During the assessment, we would appreciate the presence of a school staff member as an observer in each session. A staff member's presence can have a positive impact on students' motivation and performance. More information about your responsibilities is provided in the enclosed *School Coordinator Responsibilities: A Guide to MyNAEP*. Additional information about NAEP can be found at <http://nces.ed.gov/nationsreportcard>.

Thank you in advance for your cooperation and effort in helping to coordinate this important assessment. If you have any questions, please feel free to contact me at **telephone number** or **email address**.

Sincerely,

NAEP State Coordinator

Enclosures: NAEP folder, including the following:  
*School Coordinator Responsibilities: A Guide to MyNAEP*  
**Student List Submission Instructions**  
**Parent/Guardian Notification Letter**  
**MyNAEP Registration Instructions**

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.