



DEPARTMENT OF EDUCATION

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Dear School Coordinator:

Welcome to the 2017 National Assessment of Educational Progress (NAEP). I look forward to working with you to coordinate NAEP in your school. A sample of your grade **grade** students will be taking **assessment subjects** assessments on **assessment date**.

As 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.

- **Now** – Register at www.mynaep.com with the following registration ID: **MyNAEP Registration ID**. Answer the following questions in the **Provide School Information** section by **September 30, 2016**.
 - How many **grade grade** students are enrolled at your school?
 - What date does school **adjourn for winter break in December**?
 - What date does school **return from winter break in January**?
 - What time does the **school day begin** on January 30th?
 - What time does the **school day end** on January 30th?

For instructions, see the enclosed *School Coordinator Responsibilities: A Guide to MyNAEP*.

- **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 onto 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 language learners (SD/ELL) so that assessment administrators can plan appropriate testing accommodations. You can request MyNAEP access for your school's SD/ELL specialists on the **Complete SD/ELL 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 assessment sessions and reserve space at your school. The NAEP team will be transporting heavy cases of tablets; please select assessment locations that are 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.

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- *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.
- *May 1* – Confirm that all confidential hardcopy NAEP materials have been shredded.

During the assessment, we would appreciate the presence of a school staff person 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 *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 302.857.3353 or rita.fry@doe.k12.de.us.

Sincerely,



Rita Fry
NAEP State Coordinator

Enclosures: NAEP folder, including the following:
School Coordinator Responsibilities: A Guide to MyNAEP
Parent/Guardian Notification Letter