

**Memorandum**

**United States Department of Education  
Institute of Education Sciences  
National Center for Education Statistics**

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DATE: March 15, 2018

TO: Robert Sivinski, OMB

THROUGH: Kashka Kubzdela, OMB Liaison, NCES

FROM: Linda Hamilton, NEAP Project, NCES

SUBJECT: National Assessment of Educational Progress (NAEP) 2019 Communication Materials Change Request (OMB# 1850-0928 v.9).

The National Assessment of Educational Progress (NAEP), conducted by the National Center for Education Statistics (NCES), is a federally authorized survey of student achievement at grades 4, 8, and 12 in various subject areas, such as mathematics, reading, writing, science, U.S. history, civics, geography, economics, technology and engineering literacy (TEL), and the arts. The National Assessment of Educational Progress Authorization Act (Public Law 107-279 Title III, section 303) requires the assessment to collect data on specified student groups and characteristics, including information organized by race/ethnicity, gender, socio-economic status, disability, and limited English proficiency. It requires fair and accurate presentation of achievement data and permits the collection of background, noncognitive, or descriptive information that is related to academic achievement and aids in fair reporting of results. The intent of the law is to provide representative sample data on student achievement for the nation, the states, and subpopulations of students and to monitor progress over time. The nature of NAEP is that burden alternates from a relatively low burden in national-level administration years to a substantial burden increase in state-level administration years when the sample has to allow for estimates for individual states and some of the large urban districts. NAEP 2018-2019 data collections were approved in July 2017, with the latest revision in September 2017 (OMB# 1850-0928 v.8).

This request is to update the 2018-2019 NAEP approved record with communication materials that will be used for early stages of NAEP 2019 recruitment. The previously approved materials for NAEP 2018 have been renamed from Appendix J to Appendix J1 (no other changes, besides changing the title, have been made in Appendix J1). The materials for early stages of NAEP 2019 recruitment are provided in a new document, Appendix J2. The recruitment materials in Appendix J2 have been updated to reflect the specific assessments to be administered in NAEP 2019. Differences between the approved Appendix J1 and the newly added Appendix J2 are listed in Table 1 in this memo.

Additional materials for later stages of NAEP 2019 recruitment will be submitted as additional parts to Appendix J2, in a subsequent OMB clearance request.

This request does not change the estimated respondent burden or the cost to the federal government.

Table 1

<b>2019 Appendix J2</b>	<b>2018-2019 Clearance Package Reference</b>	<b>Notes</b>	<b>Confidentiality Statement</b>
Appendix J2-1: NAEP 2019 Facts for Districts	Appendix J1-4 (OMB# 1850-0928 v.8)	Addition of Special Studies for 2019. Replaced quote on page 1 from school administrator. Updated assessment information, grades and subjects for 2019.	All confidentiality language and legal references are verbatim from the previous version.
Appendix J2-2: NAEP 2019 Facts for Principals Grade 12 Mathematics, Reading, and Science	Appendix J1-5 (OMB# 1850-0928 v.8)	Addition of Special Studies for 2019. Replaced quote on page 1 from school administrator. Updated assessment information, grades and subjects for 2019.	All confidentiality language and legal references are verbatim from the previous version.
Appendix J2-3: NAEP 2019 Facts for Principals Grades 4 and 8 Mathematics, Reading, and Science			
Appendix J2-4: NAEP 2019 Facts for Principals Grades 4 and 8 Mathematics and Reading			
Appendix J2-5: NAEP 2019 Notification Letter from Chief State School Officer to District Superintendent	Appendix J1-2 (OMB# 1850-0928 v.8)	Addition of Special Studies for 2019. Updated assessment information, grades and subjects for 2019.	All confidentiality language and legal references are verbatim from the previous version.
Appendix J2-6: NAEP 2019 Notification Letter from NAEP State Coordinator to School Principal; For Grades 4 and 8 Mathematics, Reading, and Science Sample	Appendix J1-3 (OMB# 1850-0928 v.8)	Updated assessment information, grades and subjects for 2019.	All confidentiality language and legal references are verbatim from the previous version.
Appendix J2-7: NAEP 2019 Notification Letter from NAEP State Coordinator to School Principal; For School Principal; For Grades 4 and 8 Mathematics and Reading State Sample			
Appendix J2-8: NAEP 2019 Notification Letter from NAEP State Coordinator to School Principal; For Grade 12 Mathematics, Reading, and Science			
Appendix J2-9: NAEP 2019 School Coordinator Responsibilities: A Guide to MyNAEP	Appendix J1-11 (OMB# 1850-0928 v.8)	Reformatted the brochure and numbered the Activities 1-6. Content of the Activities has been revised. Updated administration to 2019	All confidentiality language and legal references are verbatim from the previous version.
Appendix J2-10: NAEP 2019 Assessment Details Letter NAEP State Coordinator to Principals	Appendix J1-9 (OMB# 1850-0928 v.8)	Revised to include HSTS Study and remove NTPS Study. Updated dates to 2019. Revised the Enclosure list.	All confidentiality language and legal references are verbatim from the previous version. FERPA language was included in new HSTS text.
Appendix J2-11: NAEP 2019 Assessment Details Letter NAEP State Coordinator to School Coordinator	Appendix J1-10 (OMB# 1850-0928 v.8)	Revised minor text in last bullet. Updated dates to 2019. Revised the Enclosure list.	All confidentiality language and legal references are verbatim from the previous version.
Appendix J2-12: NAEP 2019 Save-the-Date Letter from NAEP State Coordinator to School Principal	Appendix J1-6 (OMB# 1850-0928 v.8)	Revised 2019 assessments and enclosure dates	FERPA language was removed.
Appendix J2-13: NAEP in Your Private School 2019 Grade 12 Mathematics, Reading, and Science	Appendix J1-8 (OMB# 1850-0928 v.8)	Updated assessment information, grades and subjects for 2019. Updated quote on Page 2	All confidentiality language and legal references are

Table 1

<u>2019 Appendix J2</u>	<u>2018-2019 Clearance Package Reference</u>	<u>Notes</u>	<u>Confidentiality Statement</u>
Appendix J2-14: NAEP in Your Private School 2019 Grades 4 and 8 Mathematics, Reading, and Science			verbatim from the previous version.
Appendix J2-15: NAEP in Your Private School 2019 Grades 4 and 8 Mathematics and Reading			
Appendix J2-16: NAEP in Your School 2019 Grade 12 Mathematics, Reading, and Science			
Appendix J2-17: NAEP in Your School 2019 Grades 4 and 8 Mathematics, Reading, and Science			
Appendix J2-18: NAEP in Your School 2019 Grades 4 and 8 Mathematics and Reading			
Appendix J2-19: NAEP 2019 Sample Endorsement Letter from Private School Organization to Private School Administrator	Appendix J-2(OMB#1850-0928 v.3)	Updated dates for 2019. Updated information link. Updated contact information	No statement -same as previous year
Appendix J2-20: NAEP 2019 Parent/Guardian Notification Letter Private School Grade 12 Mathematics, Reading, and Science Assessments	Appendix J1-14 (OMB# 1850-0928 v.8)	Updated assessment information, grades and subjects for 2019.	All confidentiality language and legal references are verbatim from the previous version.
Appendix J2-21: NAEP 2019 Parent/Guardian Notification Letter Private School Grades 4 and 8 Mathematics and Reading Assessments			
Appendix J2-22: NAEP 2019 Parent/Guardian Notification Letter Private School Grades 4 and 8 mathematics, Reading, and Science Assessments			
Appendix J2-23: NAEP 2019 Parent/Guardian Notification Letter Grades 4 and 8 Mathematics, Reading, and Science Assessments			
Appendix J2-24: NAEP 2019 Parent/Guardian Notification Letter Grades 4 and 8 Mathematics and Reading Assessments			
Appendix J2-25: NAEP 2019 Parent/Guardian Notification Letter Grade 12 Mathematics, Reading and Science Assessments			
Appendix J2-26: 2019 State Guide to NAEP Participation		<b>New for 2019:</b> The State and TUDA Guides to NAEP Participation are developed in odd-numbered years when state and TUDA -level assessments are conducted. The guides provide a broad overview of the NAEP program and the value of participation and include descriptions of the specific components of the 2019 program. They are mailed to chief state school officers and TUDA superintendents as enclosures to a letter from the NCES associate commissioner (Appendix J2-28)	Proper Confidentiality Statement included for each document
Appendix J2-27: 2019 Trial Urban District Assessment (TUDA) Guide to NAEP Participation			

Table 1

<u>2019 Appendix J2</u>	<u>2018-2019 Clearance Package Reference</u>	<u>Notes</u>	<u>Confidentiality Statement</u>
		just prior to the school recruitment period for the upcoming NAEP year to provide an overview of the Updated assessment information, grades and subjects for 2019.	
Appendix J2-28: 2019 NCES Letter to Chiefs	Appendix J1-1 (OMB# 1850-0928 v.8)		No statement -same as previous year
Appendix J2-29: NAEP 2019 School Coordinator Responsibilities: A Guide to MyNAEP, Private	Appendix J2-9 (OMB# 1850-0928 v.9) and Appendix J1-11 (OMB# 1850-0928 v.8)	Private school version, similar to the public school version found in J2-9 and J1-11.	All confidentiality language and legal references are verbatim from the previous version.
Appendix J2-30: 2019 NIES Endorsement Letter from Bureau of Indian Education	Appendix J2-19 (OMB# 1850-0928 v.9) and Appendix J1-18 (OMB# 1850-0928 v.8)	<b>New materials</b> specific to the NIES Study. Similar to previous endorsement letters previously used for private schools (see J2-19 and J1-18).	No statement needed
Appendix J2-31: 2019 NIES Endorsement Letter from Tribal Education Department National Assembly			
Appendix J2-32: 2019 NIES Endorsement Letter from Office of Elementary and Secondary Education			
Appendix J2-33: 2019 NIES Endorsement Letter from Teacher, Chris Gordon			
Appendix J2-34: 2019 NIES Sample Parent Letter	Appendix J2-21 through J2-25 (OMB# 1850-0928 v.9) and Appendix J1-14 (OMB# 1850-0928 v.8)	<b>New materials</b> specific to the NIES Study. Similar to other parent letters (see J2-21 through J2-25 and J1-14).	All confidentiality language and legal references are verbatim from the previous version.
Appendix J2-35: 2019 NIES Flyer Appendix J2-36: 2019 NIES Facts for Associate Deputy Directors Education Program Administrators, and ELO		<b>New materials</b> specific to the NIES Study.	
Appendix J2-37: 2019 NAEP Overview Brochure	Appendix J1-19 (OMB# 1850-0928 v.8)	The NAEP Overview for 2019 is completely revised from previous year.	All confidentiality language and legal references are verbatim from the previous version.
Appendix J2-38: An Overview of NAEP for Private Schools	Appendix J1-20 (OMB# 1850-0928 v.8)	No changes	All confidentiality language and legal references are verbatim from the previous version.
Appendix J2-39: 2019 Best Practices	Appendix J1-16 (OMB# 1850-0928 v.8)	Updated dates for 2019 and similar to 2018 version.	No statement -same as previous year
Appendix J2-40: Best Practices Supporting Documentation		<b>New for 2019:</b> Provides supporting documentation and location of the links referenced in Appendix J2-39: 2019 Best Practices.	