NATIONAL CENTER FOR EDUCATION STATISTICS NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

National Assessment of Educational Progress (NAEP) 2019 and 2020

Appendix I

High School Transcript Study (HSTS) and Middle School Transcript Study (MSTS) Data Collection Instruments

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Appendix I-1: HSTS School Information Form (SIF)

Authorization and Confidentiality Assurance

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 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.

Paperwork Burden Statement, OMB Information

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0928. The time required to complete this information collection is estimated to average 60 minutes, 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, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission, please write to: National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12th St., SW, 4th floor, Washington, DC 20202.

2019 NAEP HSTS School Information Form (SIF)

The following survey asks important questions about your high school's policies concerning course credits, graduation requirements, and other subjects. It also asks questions about the transcripts that your school will submit for the students sampled in the 2019 NAEP Grade 12 assessments. Thank you in advance for the time and effort needed to answer these questions. Please complete the entire survey before Thursday, January 31, 2019.

A. School Information

In responding to the questions in this section, think only about the graduating Class of 2019.

	•			,	,		Ü	Ü			
1.		•	does a student of ar or its block ed			course;	that is, a	course take	n for a singl	le period over t	he
	# of cr	edits:									
	a.	Has this va □ Yes □ No	lue changed du	ring the I	ast four sch	nool year	rs?				
	b.	the followi 2017-18 2016-17	uestion 1a: Hov ng years? # of credits: # of credits: # of credits:			earned	for a yea	ar-long cours	e or its bloo	ck equivalent fo	r
2.	Are cre	edits earned	for the followin	g course	s the same	as the cr	redits list	ted in Questi	on 1?		
	Specia	l education o	cluding AP and courses	□ Yes	□ No						
	English	n as a Second	l Language cour	ses	□ Yes	□ No					
	If No fo	or any of the	se courses, plea	ase descr	ibe the diff	erences	below.				

3.	How many hours of instruction does a student receive for a year-long course or its block equivalent? (Please
	report using whole numbers.)
	# hours of instruction:
4.	What are the total number of credits a student must earn to graduate with a standard high school diploma from your school?
	Total # of credits:
5.	What are the number of credits required for a Standard diploma in your high school in the following subject areas? If the subject area is not required, please write NA on the credit line.
Eng	lish/Language Arts # of credits:
	a. Mathematics # of credits:
	b. Computer Science # of credits:
	c. Social Studies/History # of credits:
	d. Science # of credits:
	e. Foreign Language # of credits:
	f. Physical Education/Health # of credits:
	g. Other (specify:) # of credits:
	h. Other (specify:) # of credits:
	i. Other (specify:) # of credits:
6.	Note: The number of credits entered for Questions 5a through 5j should add up to the credits entered for Question 4. Do credits earned prior to ninth grade count toward graduation? Yes No
	If Yes, please explain:
7.	Are there any courses or activities required for graduation that do not receive credits? □ Yes □ No
	If Yes, please explain:
8.	Must the student meet a minimum overall grade point average (GPA) to graduate with a Standard diploma in your high school? □ Yes □ No
	a. If Yes, what is the minimum GPA?

9. Are there state or district competency tests or performance assessments that are required for graduation with a

standa	rd diploma?			
□ Yes	(please answer a and b)			
□ No				
a.	What content areas (e.g., Read assessments cover?	ling, Citize	nship, Mathematics) do the	competency tests or performance
				
b.	If a student does not pass the t	ests or as	sessments, what is his/her g	raduation status?
Tv	anscript Information			
116	anscript Information			
On the	transcripts, are the following ty	pes of cou	rses identified in any special	way (e.g., indicators within the
	ID or course title, such as letters	•		, (3)
	Vocational courses	□ Yes	□ No	
b.	Remedial courses	□ Yes	□ No	
c.		□ Yes	□ No	
d.	Dual or college credit courses	☐ Yes	□ No	
e.	Special Education courses	☐ Yes	□ No	
f.	Courses taught off-campus	□ Yes	□ No	
g.	Online courses	□ Yes	□ No	
h.	ESL or bilingual courses	□ Yes	□ No	
		olease list	what specific indicator to lo	ok for to identify the courses on the
transcr	ipt.			
				
What t	ype of grading system is used at	vour high	school? Mark all that apply	
	er grades (A, B, C,)	your mgm	serioon. Mark an that appry	•
	neric grades (63, 78, 100,)			
	iciency levels (Exceed expectation	nc Meets	evnectations)	
□ Pass		Jiis, Meets	expectations,,	
	sfactory/Unsatisfactory er (please specify):			
□ Otili	er (piease specify).			
				
a.	If you use a letter, numeric, or	proficienc	y level grading system. what	is the lowest possible grade a
	student can have to pass a cou		, 5 5 ,	
	•			

B.

1.

2.

b. If you use a letter, pass/fail, or satisfactory/unsatisfactory grading system, what do the grades stand for numerically? (Example, A=90-100, B= 80-89, P = 61-100, etc.)

Grade	Numeric Range (or description)	Grade	Numeric Range (or description)
A+		D+	
Α		D	
A-		D-	
B+		F	
В		Pass	
B-		Fail	
C+		Satisfactory	
С		Unsatisfactory	
C-			

C-						
3.	Do courses li or listing? Yes No	isted on the transcripts contain	the course I	ID numbers that	t are listed in the school's co	urse catalog
4.	□ Different s □ In the coul □ By a specia	city or state name	s") y:)	
5.	is a common common. ☐ Yes ☐ No	obreviations or symbols on the translation used for honors of abbreviation used for honors of the symbols and the symbols are symbols.	ourses but (using the code '	'XA" for honors courses wou	-

C. Transcript Submission

The final set of questions asks about how the high school transcripts for the sampled 2019 NAEP Grade 12 assessment students will be provided. There are several methods of collection: a) electronic transmission of the transcripts by the state or TUDA districts on behalf of all participating schools; b) electronic transmission by the school; c) and school visit by NAEP field staff for hard copies of the transcripts.

If the school will transmit transcripts electronically, you will receive a follow-up e-mail in late spring (before the end of your school year) with instructions on how to upload the transcripts to the secure FTP site designated for 2019 NAEP HSTS transcripts collection. Along with the transcripts, you will also be asked to supply an additional file of student information. You will be asked to transmit the transcripts by the end of August 2019, but it would be greatly appreciated if the transcripts were sent before then.

If the school chooses to submit paper copies of the transcripts, a separate procedure will be used to collect the transcripts. During the summer, when transcripts are ready, NAEP field staff will return to the school to make copies of the sampled students' transcripts. Once the transcripts are copied, all personally identifying information will be removed from the copies, and the copies will be sent to the NAEP HSTS processing center.

Our normal procedures for the transcript study, as specified by the Family Educational Rights and Privacy Act (FERPA), are to provide FERPA notices for the school, but not to notify parents of their child's inclusion because no student time is involved and all transcript information is used for statistical purposes only.

1.	Is there any reason that we should use different procedures in your school?
	□ Yes □ No
	[PARENT INFORMATION and CONSENT LETTERS ARE AVAILABLE IF THE SCHOOL INSISTS ON HAVING PARENT LETTERS]
	Comments:
2.	When will the final transcripts for the Class of 2019 students be available?
	Date:
3.	Does your school plan to submit electronic or paper copies of the transcripts for the sampled NAEP students? □ Electronic (please answer Questions 4, 5, 6, and 9 below) □ Paper (please answer Questions 7, 8, and 9 below) □ State/TUDA district will submit (please answer Question 9 below)
4.	In which format would the transcripts be sent? Microsoft Excel workbook Microsoft Access database Microsoft Word files Comma separated value (CSV) files XML files Plain text files Adobe Acrobat PDFs Other (please specify):
5.	To whom should the follow-up e-mail with the instructions on how and where to upload the electronic transcripts be sent? To myself To the person listed below Name: E-mail:

6. Along with the transcripts, your school will be asked to supply additional student information that is traditionally found on paper transcripts. This additional information is optional, but would be useful for additional education research. Can your school supply the following information in a separate electronic file?

	a.	Type of diploma received
		☐ Yes ☐ No ☐ Included on electronic transcripts
	b.	Number of days student was absent for each school year
		☐ Yes ☐ No ☐ Included on electronic transcripts
	C.	Class rank and size
		☐ Yes ☐ No ☐ Included on electronic transcripts
	d.	Total credits earned by student
		☐ Yes ☐ No ☐ Included on electronic transcripts
	e.	Overall grade point average of student
		☐ Yes ☐ No ☐ Included on electronic transcripts
	f.	If Yes to any of the five variables above, in which format would the student information be sent?
		□ Microsoft Excel workbook
		□ Microsoft Access database
		□ Microsoft Word files
		□ Comma separated value (CSV) files
		□ XML files
		□ Plain text files
		□ Adobe Acrobat PDFs
		□ Other (please specify):
		will be a convenient time for NAEP field staff to return to the school to pick up copies of the transcripts? Hours:
8.	Whom be cop	should we contact to let NAEP field staff into the school and to give access to the transcripts that need to
		nyself
	□ To tl	nyself ne person listed below
	□ To tl Na	nyself ne person listed below me:
	□ To tl Na E-r	nyself ne person listed below me: nail:
	□ To tl Na E-r	nyself ne person listed below me:
9.	□ To the Na E-r Photo Can the course	nyself ne person listed below me: nail:
9.	□ To the Na E-r Photocourse either A □ Yes □ No	nyself ne person listed below me: nail: one Number: e school supply a sample transcript? Sample transcripts are collected for locating and reviewing the taking information on the transcripts. Sample transcripts are especially important for school supplying
9.	□ To the Na E-r Photocourse either A □ Yes □ No	If Yes, then if the sample transcript is in an electronic format, please attach a sample transcript in the reply to the e-mail containing this School Information Form. If the sample transcript is in a paper format, then please list your mailing address below. A follow-up mailing will be sent to you containing FedEx

Appendix I-2: Requested Data for the High School Transcript Study

Authorization and Confidentiality Assurance

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 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.

Paperwork Burden Statement, OMB Information

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0928. The time required to complete this information collection is estimated to average 10 hours for states and TUDAs that submit electronically, 2.5 hours for schools that submit electronically, and 2 hours for schools that submit paper, 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, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission, please write to: National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12th St., SW, 4th floor, Washington, DC 20202.

Educational information
High school graduation requirements
Credits earned for completing a year-long course
Common grading standard (for course grade standardization)
State or district assessments students take for graduation requirements
Course catalog
Course name
Course ID number (linkable to transcripts)
Course description (if available)
Credits earned for passing the course
Course rigor level
Course sequence
Special education course designation
English Language Learner course designation
Online course designation
Designation if course earns student college credits
Student ID and demographic information
Unique Student Identifier (to match with NAEP)
Student name
Month and year of birth
Gender
Race and ethnicity
National School Lunch Program eligibility status
Student with Disability/English Language Learner status
Student educational information (optional)
High school graduation status (yes/no)
Number of days absent by grade level
Student transfer status
Class rank and size
Transcript record data
Course name

Course ID number (linkable to catalog)
Grade level taken
School year taken
Length of course (semester, quarter, etc.)
Number of credits earned
Grade earned (letter, numeric, proficiency level)
Course level flag (regular, honors, etc.)
Online course flag
Special education course flag
English Language Learner flag
College credit earned flag
Transfer course designation

Appendix I-3: Requested Data for the Middle School Transcript Study

Authorization and Confidentiality Assurance

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 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.

Paperwork Burden Statement, OMB Information

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0928. The time required to complete this information collection is estimated to average 12 hours, 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, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission, please write to: *National Assessment of Educational Progress (NAEP)*, *National Center for Education Statistics (NCES)*, *Potomac Center Plaza*, 550 12th St., SW, 4th floor, Washington, DC 20202.

TUDA - deserving tinte messages
TUDA educational information
Academic requirements for advancement to ninth grade
Credits earned for completing a year-long course
Common grading standard (for course grade standardization)
State or district assessments students take in grades 6-8 (if any)
District-wide educational programs available to students in grades 6-8
TUDA district catalog
Course name
Course ID number (linkable to transcripts)
Course description (if available)
Credits earned for passing the course
Special education course designation
English Language Learner course designation
Online course designation
Designation if course earns student high school credits
Student ID and demographic information
Unique Student Identifier (to match with NAEP)
Student name
Month and year of birth
Gender
Race and ethnicity
National School Lunch Program eligibility status
Student with Disability/English Language Learner status
Student educational information
Eighth-grade completion status (yes/no)
Number of days absent (sixth, seventh, eighth grade) (optional)
Student transfer into TUDA between grades 6 - 8? (yes/no)
Number of credits earned between grades 6 - 8 (optional)
Grade point average combined for grades 6 - 8 (optional)
State and/or district assessment scores (optional)
Transcript record data
Course name

Course ID number (linkable to catalog)
Grade level taken
School year taken
Length of course (semester, quarter, etc.)
Number of credits earned
Grade earned (letter, numeric, proficiency level)
Level of course (regular, honors, etc.) (optional)
Location, if not taught at school (optional)
Special education course designation (optional)
English Language Learner course designation (optional)
Transfer course designation

Appendix I-4: Sample Communication with Districts Regarding Course Catalogs and Relevant School Information for Middle School Transcript Study (MSTS)

Sample Communication with Districts Regarding Course Catalogs and Relevant School Information

(NOTE: The communication has been set up as a pair of telephone scripts with a TUDA representative who is not familiar with us. The first script is for collecting the contextual data about their electronic school catalogs and student course records, and about setting up the electronic submission of their school catalog. This script can also be modified to be sent as an email survey. The survey may be necessary if the TUDA representative does not have the information available and would need to contact another person to get that information, or if the representative does not have time to complete the survey over the phone.)

Hello. My name is <NAME> and I am contacting you from Westat, a research company that has been contracted by the National Center for Education Statistics (NCES) of the U.S. Department of Education, to administer the 2019 NAEP Middle School Transcript Study. Thank you for agreeing to participate in this study. It is the first operational NAEP transcript study that relies solely on the electronic submission of both course catalogs and student course records. The purpose of this phone call is to collect information about the middle school course catalog and student course records. This survey should take about 30 minutes, and you may need access to a copy of the TUDA's course catalog and an example of the student course records to answer the questions. Do you have time now, or would there be a better time to call back?

Now Call back	
(If Call Back) What day and time would be best to call back? (Get call back time, verify that the current telephone number should be used, and end call. For the second call, introduce yourself again and start with the section below.)	
(If Now)	

Thank you for taking the time to talk with me. Your participation is voluntary. All of the information provided by you 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. Electronic submission of information will be monitored for viruses, malware, and other threats by Homeland Security in accordance with the Cybersecurity Enhancement Act of 2015.

[Note: if asked for more information about the law, please say the following: 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 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.]

1.	First, is there a publicly available online version of your TUDA's middle school course catalog; that is, a catalog of
	courses that are available to students in the sixth through eighth grade?
	□ Yes □ No

	If yes:	At what web address can we find this catalog?
	If no: a.	Can an electronic copy of the middle school course catalog be provided to us? □ Yes □ No lease ask for an explanation of why there is no TUDA middle school catalog available. Write the
	-	ation below and then skip to Question 4.
	Note w	hat response was given for this question. It will determine how the script ends.
2.	□ Inclu	ne course catalog provide descriptions for the content of the courses or simply list the available courses? Ides course content descriptions Ilists available courses
3.	For eac	th middle school course, does the course catalog provide the following information:
	a.	the number of credits a student earns for passing the course? □ Yes □ No
	b.	a designation in either the course title or course description that notes if the course is a special education course? \Box Yes \Box No
	C.	a designation in either the course title or course description that notes if the course is an English Language Learner course? □ Yes □ No
	d.	a designation in either the course title or course description that notes if the course is only available online? \Box Yes \Box No
	e.	a designation in either the course title or course description that notes if the student earns high school credit for passing the course? □ Yes □ No
4.	Does tl □ Yes	ne catalog provide an identification number for each course? □ No
		dentification number included (or can be included) on the electronic student course records so that the records can easily be linked to the catalog? □ No

Next, we will ask some questions about the information that can be found on the electronic student course records.

5. Is the following course information identified on the student course records? If so, how are they indicated (i.e., a field on the record, notation in the course title)?

	b. —	Course taken off campus Yes No	
	c.	Special education course □ Yes □ No	
	d. —	English Language Learner course Yes No	
	e. —	High school credit earned for the course □ Yes □ No	
	f.	Course taken online Yes No	
	g.	Transfer course Yes No	
5 .	listed	ne course titles listed on the student course records the same or abbreviated versions of the in the middle school course catalog?	course titles
	If not, titles?	can you explain what differences there are between the catalog course titles and student r	ecords' course
vlo:		will ask same questions on how to interpret data found on the electronic student source rec	oords
		will ask some questions on how to interpret data found on the electronic student course rec graduation requirements must a student meet to advance from eighth grade to ninth grade	
3.		nools award credits for the successful completion of courses in grades 6 through 8?	
	If no,	skip to Question 10.	

a. Course level (i.e., regular, honors) ☐ Yes ☐ No

9.		nany credits did an eighth-grade s over the 2018-2019 school year,	tudent earn for a year-long course; that is, a course taken for a single or its block equivalent?
	# of cre	edits, 2018-2019:	
	a.	Is the number of credits earned ☐ Yes ☐ No	for a year-long course different for either sixth or seventh grade?
		If yes: How many credits did a student	in the following grades earn for a year-long course?
		# of credits, sixth grade: # of credits, seventh grade:	
	b.	Has this number of credits earned the previous two school years? ☐ Yes ☐ No	ed for a year-long course by sixth- through eighth-graders changed during
		If yes:	earn for a year-long course in the following school years?
		# of credits, 2014-2015: # of credits, 2015-2016:	
10.	How are grades reported for sixth- through eighth-grade courses on the student course records? (Mark all that apply.)		
	□ Nun □ Prof	er grade (A, B, C, D, etc.) neric grade (60, 85, 100, etc.) iciency level (exceeds expectation	ns, meets expectations, etc.)
	□ Pass	:/Fail er (Please specify)	
	□ District does not award grades for sixth- through eighth-grade courses (skip to question 13)		
	a.	Is the grading system different f ☐ Yes ☐ No	or either sixth or seventh grade?
		If yes: What grading system is used in the	the district for sixth and seventh grade students?
	(If a le	tter grade or numeric system is us	ed, continue to Question 10. Otherwise, skip to Question 11.)
11.			.00 scale) for each of the letter grades used in the state/district?
	Let	tter Grade or Alternate Symbol	Range (or description, if range not possible)
	A+		<u> </u>
	^		

A-B+ B

	B-			
	C+			
	С			
	C-			
	D+			
	D			
	D-			
	F			
	Pas	· · ·		
	Fai			
□` If r	res ⊏		urses, regardless of course level (i.e., special educa	ation, honors)? —
se		n, or eighth grade?	ts to complete one or more assessments in order t	o graduate from sixth,
If v	es:			
		list those assessments and at wha	at grade levels the students take them	
PIE	ease	iist these assessments and at wha	at grade levels the students take them.	
	ıt coı		student data that we would like to collect at the s elated to the student's academic standing and cou	
	n the	_	e collected and sent electronically along with the s	tudent course
	a.	Eighth grade completion status (grade at the end of the 2018-203 ☐ Yes ☐ No	(i.e., a variable that indicates whether the student 19 school year)	advanced to ninth
	b.	The number of days the student grade level, not a combined coul ☐ Yes ☐ No	was absent in sixth, seventh, and eighth grades (r nt)	eported by individual
	c.	Student transfer status (i.e., a va TUDA school district in sixth, sev □ Yes □ No	ariable that indicates whether or not the student to renth, or eighth grade)	ransferred into the
	d.	The total number of course cred □ Yes □ No	its the student earned in sixth through eighth grac	les

	e. The overall grade point average the student earned for courses taken across sixth, seventh, and eigh grade □ Yes □ No	ıth
	If the TUDA can only provide partial data for any of the elements above (e.g., a combined count of absent da the grade point averages only for seventh and eighth grades), please note it below.	ys or
IC II		l t
	ne respondent indicated in Question 1 that there was no online course catalog for sixth through eighth grades t a catalog could be sent electronically, read the following script. Otherwise, skip to the final paragraph of the pt.	
cata	ank you for answering my questions. Finally, I would like to request an electronic copy of the middle school co alog that you indicated you could send to us. I have several questions about the format of the school catalog v it will be sent.	
15.	In what format is the school catalog stored? For example, a Microsoft Word file, a Microsoft Excel workbook ASCII data files, rich text format (RTF) files, PDF files, or some other format.	,
16.	Will you be encrypting the file containing the school catalog? □ Yes □ No	
	If yes: What encryption program will you be using?	
	How will you transmit the password to Westat to unlock the encrypted file?	
17.	Do you have the ability to access and copy files to an FTP (File Transfer Protocol) website? □ Yes □ No	
	If yes: Great. Westat will set up a secure FTP site for your state/school district where the school catalog should be downloaded. A follow-up email will contain the web address for your FTP site. To what email address should be sending this email?	we
	If no: No problem. Westat will send you a follow-up email, to which you can reply and attach the school catalog. To what email address should we be sending this email?	O

This is the final paragraph of the first script.

That is all the information we need. We will be calling back during the summer to set up the electronic submission of your student course records. Thank you for your time today, and thank you again for agreeing to participate in the 2019 NAEP Middle School Transcript Study. If you have any questions, please feel free to contact <Westat contact name> at <Phone number>. Goodbye. (*End call.*)

Sample Communication with Districts Regarding Student Transcripts

(NOTE: The communication has been set up as a pair of telephone scripts with a TUDA representative who is not familiar with us. This script is a follow-up call to set up the electronic submission of the student transcripts. It can be modified to be sent as an email survey. The survey may be necessary if the TUDA representative does not have the information available and would need to contact another person to get that information, or if the representative does not have time to complete the survey over the phone. There will need to be some information transferred over from the first script, mainly the email address of the TUDA representative and whether or not the TUDA representative can access the Westat secure FTP site.)

Hello. My name is <NAME> and I am calling you back again from Westat, a research company collecting transcript data on behalf of the National Center for Education Statistics (NCES) of the U.S. Department of Education, about the 2019 NAEP Middle School Transcript Study. Thank you once more for participating in this study. Earlier this year, we called and collected some information about your middle school course catalog and student course records. The purpose of this call is to set up the electronic submission of the student course records. This call should take about 10 minutes. Do you have time now, or is there be a better time to call back?

51100	take about 10 minutes. Do you have time not, or is the obout better time to can bush.
Now	Call back
Wha (Get	all Back) It day and time would be best to call back? It day and time, verify that the current telephone number should be used, and end call. For the second Introduce yourself again and start with the section below.)
partic other	ow) (you for taking the time to talk with me. Your participation is voluntary. All of the information provided by ipants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any purpose except as required by law. Electronic submission of information will be monitored for viruses, are, and other threats by Homeland Security in accordance with the Cybersecurity Enhancement Act of 2015.
partic other every 5 yea Electr and c	: if asked for more information about the law, please say the following: All of the information provided by ipants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any 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 NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to rs, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. onic submission of information will be monitored for viruses, malware, and other threats by Federal employees ontractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be ined across respondents to produce statistical reports.]
l wo	uld first like to ask some questions about the electronic student course records.
	Are the electronic student course records managed and stored within the school district's data center, or does an outside vendor manage the district's student course records?
9	State/School District Data Center Outside Vendor
((If Outside Vendor)

	Would you be the person to contact the vendor to arrange the electronic transfer of the student course records, or would Westat need to contact them? (If Westat, get the name and telephone number of the vendor contact. Call the contact, use the introduction above, and then start with Question 2.)
2.	In what format is the electronic student course record data files stored? For example, Microsoft Word files, Microsoft Excel workbooks, Microsoft Access databases, SAS databases, SPSS databases, ASCII data files, rich text format (RTF) files, PDF files, or some other format.
3.	Is there personal information about the student listed on the electronic student course records, such as student name or address? □ Yes □ No
	(If Yes) Westat can strip out this personal identifying information upon receiving the student course records, or this information can be stripped out beforehand by you (or your vendor). Which process of removing the student personal information would you prefer? Westat removes the data School/district/vendor removes the data
4.	Will you be encrypting the file containing the student course records? □ Yes □ No
	(If Yes): What encryption program will you be using?
	How will you transmit the password to Westat to unlock the encrypted file?
	If the TUDA posted the school catalog to the secure FTP web site, then continue with the script below. If the catalog was accessed online, they sent the school catalog via email, or you are dealing with a software vendor to get the student transcripts, skip to Question 5.
	Thank you. As before, we request that you upload the student course records to the Westat secure FTP site established for your TUDA. Westat will send you a follow-up email that provides you with the information for the secure FTP site. I have your email address as (<u>filled in from first script</u>). Is that correct, or is there another email address to which we should be sending this email?
	Skip to the final paragraph of the script.
5.	Do you have the ability to access and copy files to an FTP (File Transfer Protocol) web site? ☐ Yes ☐ No
	(If Yes):

Great. Westat has already set up a secure FTP site for your state/school district where the electronic student course records file should be downloaded. The follow-up email will contain the web address for your FTP site.

(If No):

Is there anyone in your office who can access and copy files to an FTP website?

□ Yes □ No

If yes, use the previous script. If no, please note it below, and we will make other arrangements on how to collect the student transcript data.

Thank you. I only need one more piece of information. Westat will send you a follow-up email that provides you with the information for the secure FTP site. I have your email address as (filled in from first script). Is that correct, or is there another email address to which we should be sending this email?

This is the final paragraph of the second script.

Thank you for your time today, and thank you again for participating in the NAEP Middle School Transcript Study. If you have any questions, please feel free to contact <Westat contact name> at <Phone number>. Goodbye. (End call.)