

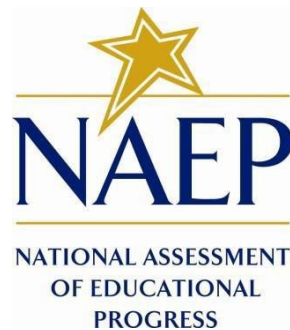
NATIONAL CENTER FOR EDUCATION STATISTICS
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

*National Assessment of Education Progress (NAEP)
2021 NAEP School Survey*

Appendix A

Communication and Recruitment Materials

OMB# 1850-0957 v.2



February 2021

Table of Contents

A-1: NAEP 2021 School Survey NAEP NSC to District Superintendent.....	3
A-2: NAEP 2021 School Survey NAEP NSC to School Principal.....	5
A-3: NAEP 2021 School Survey Instructions.....	7
A-4: NAEP 2021 School Survey Letter Gaining Cooperation Recruiter (GCR) To Private School Principal.....	12
A-5: NAEP 2021 School Survey Letter From Mary Erbe Private School Task Force Leader To Diocese Superintendent.....	14
A-6: NAEP 2021 School Survey Sample Endorsement Letter From Private School Organization to Private School Administrator.....	16
A-7: NAEP Sample Email from Catholic Diocese to Catholic School Administrator NAEP 2021 School and Teacher Questionnaire Special Study and NAEP 2021 School Survey.....	18
A-8: MyNAEP System Login Screen.....	20
A-9: NAEP 2021 School Survey NAEP NSC to District Superintendent- Spanish.....	22
A-10: NAEP 2021 School Survey NAEP NSC to School Principal- Spanish.....	24

A-1: NAEP 2021 School Survey NAEP NSC to District Superintendent

**NAEP 2021 School Survey Letter From
NAEP STATE COORDINATOR TO DISTRICT SUPERINTENDENT**
Customize or remove **red text** before mail merging: **highlighted text** represents mail merge fields

Dear **District Superintendent name**,

In support of the recent Executive Order Supporting the Reopening and Continuing Operation of Schools and Early Childhood Education Providers, the National Center for Education Statistics (NCES) will collect data on the status of in-person learning. For this reason, NCES is seeking **district name**'s participation in the National Assessment of Educational Progress (NAEP) 2021 School Survey. The goal of the survey is to provide evidence-based guidance to inform national- and state-level decisionmakers responsible for policy and resources needed to reopen schools for in-person learning. Please note that this study does not require student participation, and involves the same schools selected for the postponed NAEP 2021 assessment.

NCES will administer the survey monthly to gather information about the past month's grade 4 and 8 student instructional modes and attendance rates through the end of the 2020-21 school year. The status of in-person learning will be disaggregated by student demographics, including race/ethnicity, disability, English learner status and an economic disadvantage indicator. The first iteration of the survey will be collected during the last week of February with subsequent data collections occurring each month until the end of the academic school year. State, large urban districts in the Trial Urban District Assessment (TUDA), and national data, dependent on participation, are planned for release monthly and then as a final report following the end of the data collection.

The survey takes about 30 minutes to complete each month and will be available on the MyNAEP for Schools site. A district or school designee can complete the survey. **Please contact me by **date** if you would like a district designee to complete the monthly survey on behalf of schools included in the attached list.** I will provide instructions on how to access the survey and will inform school principals about any district survey support.

More information about the NAEP 2021 School Survey is available on the [COVID-19 Planning and Resources - About | NAEP \(ed.gov\)](#). If you have any questions please contact me at **NSC phone** or **NSC email**.

Our chief state school officer, **name**, supports NAEP and looks forward to your district's participation. Thank you in advance for supporting this important survey.

Sincerely,

NAEP State Coordinator

Enclosures: List of district schools selected for NAEP 2021 School Survey

cc: District Test Coordinator

A-2: NAEP 2021 School Survey NAEP NSC to School Principal

**NAEP 2021 School Survey Letter From
NAEP STATE/TUDA COORDINATOR TO SCHOOL PRINCIPAL**
Customize or remove **red text** before mail merging: **highlighted text** represents mail merge fields

Dear **School Principal name**,

In support of the recent Executive Order Supporting the Reopening and Continuing Operation of Schools and Early Childhood Education Providers, the National Center for Education Statistics (NCES) will collect data on the status of in-person learning. For this reason, NCES is seeking **school name**'s participation in the National Assessment of Educational Progress (NAEP) 2021 School Survey. The goal of the survey is to provide evidence-based guidance to inform national- and state-level decisionmakers responsible for policy and resources needed to reopen schools for in-person learning. Please note that this study does not require student participation, and involves the same schools selected for the postponed NAEP 2021 assessment.

NCES will administer the survey monthly to gather information about the past month's grade 4 and 8 student instructional modes and attendance rates through the end of the 2020-21 school year. The status of in-person learning will be disaggregated by student demographics, including race/ethnicity, disability, English learner status and an economic disadvantage indicator. The first iteration of the survey will be collected during the last week of February with subsequent data collections occurring each month until the end of the academic school year. State, large urban districts in the Trial Urban District Assessment (TUDA), and national data, dependent on participation, are planned for release monthly and then as a final report following the end of the data collection.

The survey takes about 30 minutes to complete each month and will be available on the MyNAEP for Schools site. Please assign a school designee to complete the survey at the end of each month and share the enclosed NAEP 2021 School Survey Instructions. The designee should register at www.mynaep.com with the following registration ID: **MyNAEP Registration ID** and answer the survey questions in the **Provide School Information** section during the following monthly windows:

- February 22-26
- March 22-26
- April 19-23
- May 24-28
- June 21-25

More information about the NAEP 2021 School Survey is available on the [COVID-19 Planning and Resources - About | NAEP \(ed.gov\)](#). If you have any questions please contact me at **NSC phone** or **NSC email**.

Our district superintendent, **name**, supports NAEP and looks forward to your school's participation. Thank you in advance for supporting this important survey.

Sincerely,

NAEP State Coordinator

Enclosures: NAEP 2021 School Survey Instructions

cc: **School Coordinator**

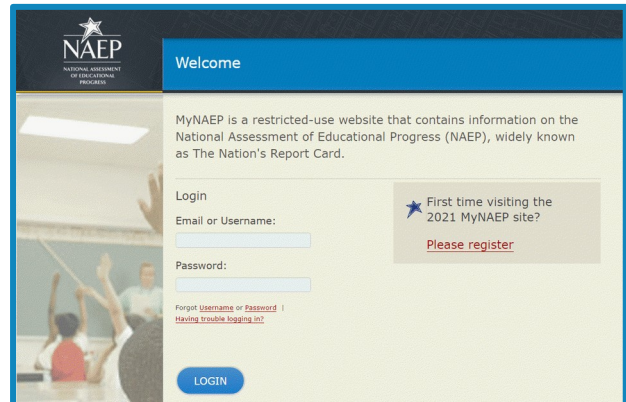
A-3: NAEP 2021 School Survey Instructions

MyNAEP Registration

School Survey Instructions

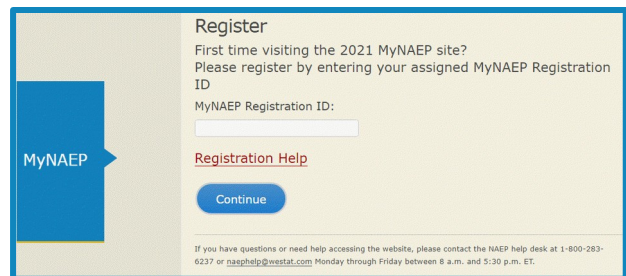
1. Go to <https://www.mynaep.com> and select the **Please register** link on the right.

Figure 1



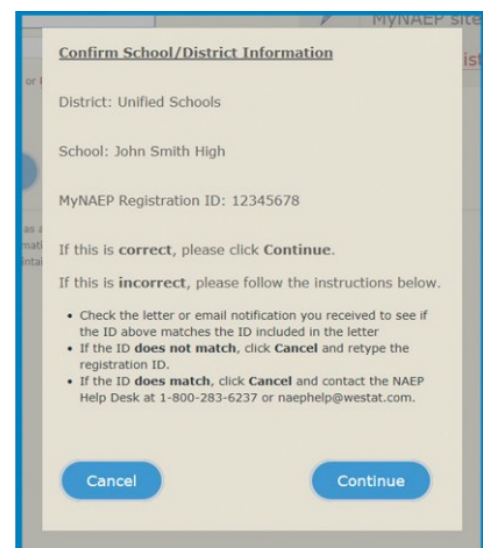
2. Enter your registration ID (**XXXXXXXX**) and select **Continue**.

Figure 2



3. A confirmation window will appear to ensure that you are registering for the correct school. Select **Continue** if the information is correct. If the information is incorrect, follow the instructions in the window and select **Cancel**.

Figure 3



4. Indicate whether you are the principal or the school coordinator (see **Figure 4**).

Figure 4

MyNAEP Registration

Are you the principal at **John Smith High School**?

Yes
 No

Exit Continue

MyNAEP Registration

Are you the assigned NAEP School Coordinator for **John Smith High School**? The school coordinator will be the main contact for NAEP staff, and will be responsible for completing all assessment preparation tasks.

Yes
 No

Back Continue

Figure 5

5. The registration form will appear. Enter your name, phone number, and email address (see **Figure 5**).
6. Create your own password **using the following criteria** (see **Figure 5**).
- Must have 8-14 characters
 - Needs **at least one of each**:
 - uppercase letter
 - lowercase letter
 - numerical digit
 - special character (*!,~%#@#\$%?^+=&)
- Sample password:**
KnightsR#1
7. **Make sure to remember your password** – write it down if necessary. Select **Register** (see **Figure 5**).

MyNAEP Registration

District: Unified Schools
 School Name: John Smith High School
 MyNAEP Registration ID: 12345678

First Name: [text box] Last Name: [text box]

Telephone: (XXX) XXX-XXXX [text box] Extension: [text box]

Email: [text box] Confirm Email Address: [text box]

Create your own password using the following criteria:

- Must have 8-14 characters
- Must have **all of the following**:
 - Uppercase letter
 - Lowercase letter
 - Numerical digit
 - Special character (*!,~%#@#\$%?^+=&)

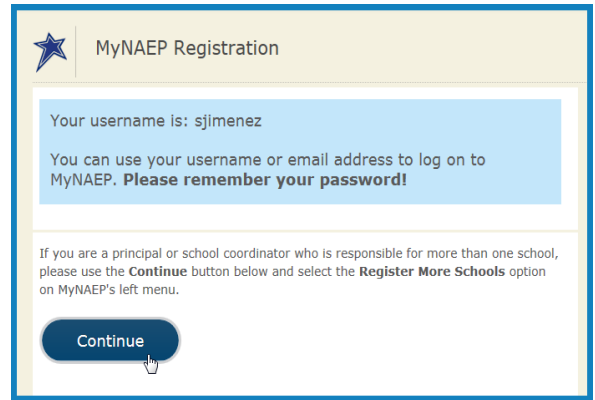
Sample password: KnightsR#1

Password: [text box] Confirm Password: [text box]

Register

8. Write down your assigned username. You will need your username or email **and** password access MyNAEP throughout the year. Select **Continue**.

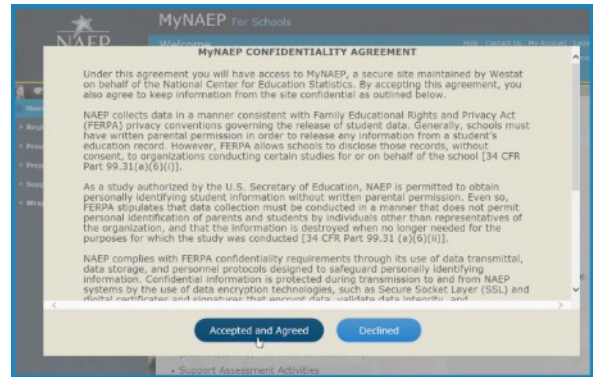
Figure 6



to

9. All school personnel that register for MyNAEP must accept a confidentiality agreement. Please review and accept the agreement to access the site.

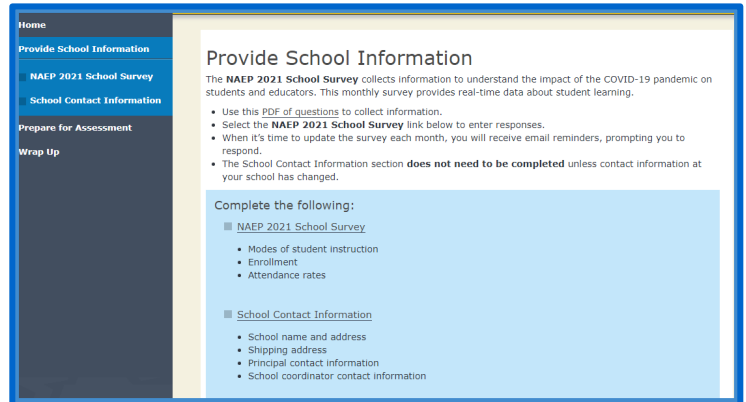
Figure 7



10. Select **Provide School Information** from the left-hand menu.

- a. Review the instructions on the page, and the PDF copy of school survey questions.
- b. Use the **NAEP 2021 School Survey** link to enter responses between February 22 and 26.
- c. The survey requires monthly submissions, during the following weeks (until the end of the school year):
 - i. February 22-26
 - ii. March 22-26
 - iii. April 19-23
 - iv. May 24-28
 - v. June 21-25

Figure 8



11. Special situations

If you are a principal or school coordinator **who is responsible for more than one school**, select **Register More Schools** from MyNAEP's upper right-hand menu and enter the additional registration ID(s), one at a time.

Afterwards, you will be able to access all of your assigned schools with a drop-down menu (see **Figures 9 and 10**).

Figure 9

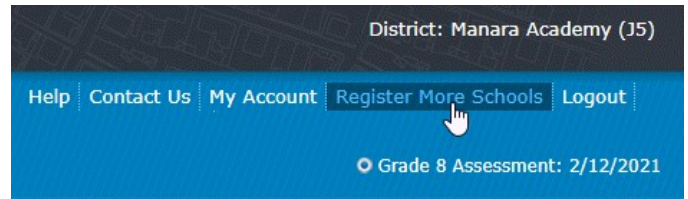
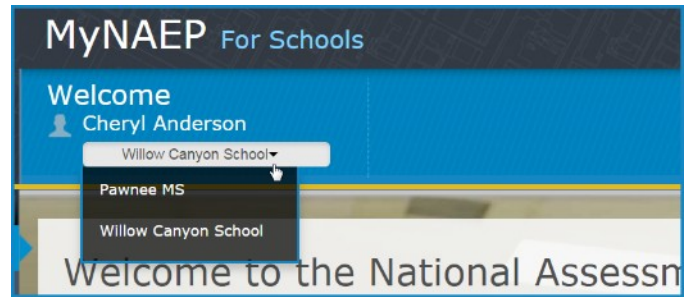


Figure 10



**A-4: NAEP 2021 School Survey Letter Gaining Cooperation Recruiter (GCR) To
Private School Principal**

NAEP 2021 School Survey Letter
Gaining Cooperation Recruiter (GCR) TO PRIVATE SCHOOL PRINCIPAL
Customize or remove **red text** before mail merging: **highlighted text** represents mail merge fields

Dear **Principal name**,

School name has been selected to participate in the National Assessment of Educational Progress (NAEP) 2021 School Survey. Conducted by the National Center for Education Statistics (NCES), the survey is designed to collect the data necessary to better understand the impact of the COVID-19 pandemic on students and educators in public and private schools throughout the country, including data on the status of in-person learning.

The survey, a questionnaire completed by school principals, seeks to provide evidence-based guidance to inform decisionmakers in supporting schools in these challenging times. The survey will require no student or teacher participation.

The NAEP 2021 School Survey will gather information about fourth- and eighth- grade student instructional modes and attendance rates. You or your designee will be asked to complete a questionnaire beginning in late February and continuing monthly through the end of the 2020-21 school year. The questionnaire will take about 30 minutes to complete.

NCES plans to release national, state, and private school data monthly and then as a final report following the end of data collection, provided that reporting benchmarks for participation are met. Your school's participation could help us achieve that goal and ensure that private school data, **including data for Catholic schools**, can be reported and contribute to the national conversation on the impact of COVID-19 on education and student learning.

I will contact you to provide additional details. Please note that support will be provided to schools participating in the NAEP 2021 School Survey.

More information about the NAEP 2021 School Survey is available at the [COVID-19 Planning and Resources - About | NAEP \(ed.gov\)](#). If you have any questions please contact me at **GCR phone** or **GCR email**.

Thank you in advance for supporting this important study.

Sincerely,

GCR
GCR Email
GCR Phone

**A-5: NAEP 2021 School Survey Letter From Mary Erbe Private School Task Force
Leader To Diocese Superintendent**

**NAEP 2021 School Survey Letter From
MARY ERBE TO DIOCESE SUPERINTENDENT**
Highlighted text represents mail merge fields

Dear **Diocese Superintendent Name**,

I am writing to inform you that schools in **Diocese Name** have been selected to participate the National Assessment of Educational Progress (NAEP) 2021 School Survey. Conducted by the National Center for Education Statistics (NCES), the survey is designed to collect the data necessary to better understand the impact of the COVID-19 pandemic on students and educators in public and private schools throughout the country, including data on the status of in-person learning.

The survey, a questionnaire completed by school administrators, seeks to provide evidence-based guidance to inform decisionmakers in supporting schools in these challenging times. Please note that the survey will require no student or teacher participation.

The NAEP 2021 School Survey will gather information about fourth -and eighth- grade student instructional modes and attendance rates. School administrators or their designees will be asked to complete a questionnaire beginning in late February and continuing monthly through the end of the 2020-21 school year. The questionnaire will take about 30 minutes to complete.

NCES plans to release national, state, and private school data monthly and then as a final report following the end of data collection, provided that reporting benchmarks for participation are met. Your schools' participation could help us achieve that goal and ensure that private school data, including data for Catholic schools, can be reported and contribute to the national conversation on the impact of COVID-19 on education and student learning.

I or a NAEP representative will contact you to confirm your schools' participation in this survey. Then, a NAEP representative will contact the schools to provide additional details. Please note that support will be provided to schools participating in the NAEP 2021 School Survey.

More information about the NAEP 2021 School Survey is available at the [COVID-19 Planning and Resources - About | NAEP \(ed.gov\)](#). If you have any questions please contact me at 502-459-0478 or maryerbe@naepmail.westat.com.

Thank you in advance for supporting this important study.

Sincerely,

Mary Erbe
NAEP Private School Task Force Leader
maryerbe@naepmail.westat.com
502-459-0478

A-6: NAEP 2021 School Survey Sample Endorsement Letter From Private School Organization to Private School Administrator

NAEP 2021 School Survey Sample Endorsement Letter
From Private School Organization to Private School Administrator
Red text should be customized and letter should be finalized on organization letterhead

Winter 2021

Dear Administrator:

My thoughts are with you and your school community as you continue to strive to meet the challenges of educating children in the midst of the COVID-19 pandemic. Today, I am writing to encourage you to participate in an important survey that will help us all better understand the impact the pandemic has had on students and educators.

The NAEP 2021 School Survey, conducted by the National Center for Education Statistics (NCES), is a survey questionnaire administered to school principals or their designees. The survey is designed to collect the data essential to understanding the impact of the COVID-19 pandemic on students and educators in public and private schools throughout the country, including data on the status of in-person learning. In light of the diverse and creative ways in which private schools have succeeded in maintaining continuity of learning and delivering modes of instruction to meet student and family needs in these challenging times, private school participation in this survey is particularly valuable and important.

Participation in the survey will allow private schools to have a voice and contribute to the vital national conversation on the impact of COVID-19 on education and student learning. If participation benchmarks are met, private school results, including critical metrics such as modes of instruction and student attendance rates, can be reported and compared with those of public schools.

A NAEP representative will contact you to discuss survey details. Please note that no student or teacher participation will be required. NAEP representatives will provide support to school administrators completing the survey questionnaire, and questionnaire completion is expected to take considerably less than one hour of respondent's time.

For the benefit of the private school community and to provide the most accurate information about the impact of the pandemic on our nation's schools and students, I strongly urge you to participate.

If you have questions or concerns about participating in the NAEP School Pulse Survey, please contact [private school organization contact person and contact information] OR Mary Erbe at 502-459-0478 or maryerbe@naepmail.westat.com.

Sincerely,

[Name]
Private School Organization
Title

**A-7: NAEP Sample Email from Catholic Diocese to Catholic School Administrator
NAEP 2021 School and Teacher Questionnaire Special Study and NAEP 2021
School Survey**

NAEP Sample Email from Catholic Diocese to Catholic School Administrator
NAEP 2021 School and Teacher Questionnaire Special Study and NAEP 2021 School Survey

Red text should be customized

Dear **Administrator**,

School name has been selected to represent Catholic schools across our nation by participating in two important and timely studies conducted by the National Center for Education Statistics (NCES).

NCES will conduct the National Assessment of Educational Progress (NAEP) 2021 School and Teacher Questionnaire Special Study as well as the NAEP 2021 School Survey. These studies are designed to collect the data necessary to better understand the impact of the COVID-19 pandemic on students and educators in both public and private schools throughout the country. Please note that the studies will require no student participation and an expected low burden of respondent's time.

Catholic schools have a long-standing tradition of achieving very good participation in NAEP studies, which allow NAEP to report results for Catholic schools. Given the extraordinary efforts that you and your staff have expended to maintain continuity of instruction and promote student learning amidst the COVID-19 pandemic, it is particularly important that Catholic schools participate.

A NAEP representative will contact you to discuss details of both of these studies. NAEP representatives will provide considerable support to participating schools.

Thank you for your support of these important studies.

Sincerely,

Diocese Superintendent

A-8: MyNAEP System Login Screen



(Testing Server)

MyNAEP is a restricted-use website that contains information on the National Assessment of Educational Progress (NAEP), widely known as The Nation's Report Card.

Login

Email or Username:

Password:

[Forgot Username or Password](#) | [Having trouble logging in?](#)



First time visiting the 2021 MyNAEP site?

[Please register](#)

LOGIN

Paperwork Burden Statement, OMB Information

According to the Paperwork Reduction Act of 1995, no person 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 1850-0056 for the School and Teacher Questionnaire Special Study and 1850-0058 for the NAEP 2021 School Survey. The time required to complete the information collection is estimated to average 60 minutes for the NAEP 2021 School and Teacher Questionnaire Special Study and 20 minutes for the NAEP 2021 School Survey, 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 this time estimate, suggestions for improving the 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 (NCEES), Pensions Center Drive, 1221 20th St., 20th floor, Washington, DC 20002.

OMB No. 1850-0056 APPROVAL EXPIRES 6/30/2023 for the NAEP 2021 School and Teacher Questionnaire Special Study
OMB No. 1850-NEW APPROVAL EXPIRES 6/30/2023 for the NAEP 2021 School Survey

Authorization and Confidentiality Assurance

National Center for Education Statistics (NCEES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. 9622) and to collect student education records from education agencies or institutions for the purpose of evaluating federally authorized education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.1 (a)(2)(i)(A) and 99.125.

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. 9677 and 5 U.S.C. § 552). By law, every NCEES employee as well as every NCEES agent, such as contractors and NAEP participants, 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 restricted 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 processed across respondents to produce statistical reports.

A-9: NAEP 2021 School Survey NAEP NSC to District Superintendent- Spanish

**Encuesta para la escuela de NAEP 2021 Carta del
COORDINADOR ESTATAL DE NAEP AL SUPERINTENDENTE DEL DISTRITO**
Personalice o elimine el texto en rojo antes de combinar la correspondencia: el texto resaltado representa los campos que se deben combinar

Estimado(a) nombre del/de la superintendente del distrito,

En apoyo a la reciente Orden ejecutiva sobre el apoyo a la reapertura y el funcionamiento continuo de las escuelas y de los proveedores de educación infantil, el Centro Nacional para Estadísticas de la Educación (NCES, por sus siglas en inglés) recopilará datos sobre el estado de la educación en persona. Por esta razón, NCES está solicitando la participación de nombre del distrito en la encuesta para la escuela de la Evaluación Nacional del Progreso Educativo (NAEP) de 2021. El objetivo de la encuesta es proporcionar una guía basada en la evidencia que informe a los encargados de tomar decisiones sobre las políticas y los recursos necesarios para reabrir las escuelas para el aprendizaje en persona, tanto a nivel nacional como estatal. Tenga en cuenta que este estudio no requiere la participación de los estudiantes y se administrará a las mismas escuelas seleccionadas para la evaluación NAEP de 2021 que fue pospuesta.

NCES administrará la encuesta mensualmente para recopilar información sobre los métodos de enseñanza para los estudiantes de 4.º y 8.º grado durante el mes anterior y las tasas de asistencia hasta el final del año escolar 2020-21. El estado de la educación en persona se desglosará según los datos demográficos de los estudiantes, incluyendo la raza/grupo étnico, impedimentos, estado de los estudiantes con limitaciones lingüísticas en español y un indicador sobre desventajas económicas. La primera iteración de la encuesta se llevará a cabo durante la última semana de febrero y las siguientes recopilaciones de datos se realizarán cada mes hasta el final del año escolar. Dependiendo de la participación, los datos estatales y nacionales se publicarán mensualmente y, posteriormente, en un informe final al término de la recopilación de datos.

Toma aproximadamente 30 minutos completar la encuesta cada mes y esta estará disponible en el sitio web MyNAEP para las escuelas. Una persona designada por el distrito o la escuela puede completar la encuesta. **Por favor contácteme a más tardar el fecha si desea que una persona designada por el distrito complete la encuesta mensual en nombre de las escuelas incluidas en la lista adjunta.** Le proporcionaré instrucciones sobre cómo acceder a la encuesta e informaré a los directores de las escuelas sobre cualquier apoyo del distrito para la realización de la misma.

Más información sobre la encuesta para la escuela de NAEP 2021 está disponible en [enlace](#). Si tiene alguna pregunta, por favor contácteme llamando al [teléfono del NSC](#) o escribiendo a [correo electrónico del NSC](#).

Nuestra secretaria de educación, nombre, apoya NAEP y queda a la espera de la participación de su distrito. Gracias de antemano por apoyar esta importante encuesta.

Atentamente,

Coordinador(a) estatal de NAEP

Adjunto: Lista de escuelas del distrito seleccionadas para la Encuesta para la escuela de NAEP 2021

Cc: Coordinador(a) de evaluaciones del distrito

A-10: NAEP 2021 School Survey NAEP NSC to School Principal- Spanish

**Encuesta para la escuela de NAEP 2021 Carta del
COORDINADOR ESTATAL DE NAEP AL DIRECTOR DE LA ESCUELA**

Personalice o elimine el texto en rojo antes de combinar la correspondencia: el texto resaltado representa los campos que se deben combinar

Estimado(a) nombre del/de la directora(a) de la escuela,

En apoyo a la reciente Orden ejecutiva sobre el apoyo a la reapertura y el funcionamiento continuo de las escuelas y de los proveedores de educación infantil, el Centro Nacional para Estadísticas de la Educación (NCES, por sus siglas en inglés) recopilará datos sobre el estado de la educación en persona. Por esta razón, NCES está solicitando la participación de nombre de la escuela en la encuesta para la escuela de la Evaluación Nacional de Progreso Educativo (NAEP) de 2021. El objetivo de la encuesta es proporcionar una guía basada en la evidencia que informe a los encargados de tomar decisiones sobre las políticas y los recursos necesarios para reabrir las escuelas para el aprendizaje en persona, tanto a nivel nacional como estatal. Tenga en cuenta que este estudio no requiere la participación de los estudiantes y se administrará a las mismas escuelas seleccionadas para la evaluación NAEP de 2021 que fue pospuesta.

NCES administrará la encuesta mensualmente para recopilar información sobre los métodos de enseñanza para los estudiantes de 4.º y 8.º grado durante el mes anterior y las tasas de asistencia hasta el final del año escolar 2020-21. El estado de la educación en persona se desglosará según los datos demográficos de los estudiantes, incluyendo la raza/grupo étnico, impedimentos, estado de los estudiantes con limitaciones lingüísticas en español y un indicador sobre desventajas económicas. La primera iteración de la encuesta se llevará a cabo durante la última semana de febrero y las siguientes recopilaciones de datos se realizarán cada mes hasta el final del año escolar. Dependiendo de la participación, los datos estatales y nacionales se publicarán mensualmente y, posteriormente, en un informe final al término de la recopilación de datos.

Toma aproximadamente 30 minutos completar la encuesta cada mes y esta estará disponible en el sitio web MyNAEP para las escuelas. Por favor designe a una persona para completar la encuesta al final de cada mes y comparta con él o ella las instrucciones adjuntas de la Encuesta para la escuela de NAEP 2021. La persona designada debe registrarse en www.mynaep.com/es-pr/ con el siguiente Número de identificación: Número de identificación para MyNAEP y responder las preguntas de la encuesta en la sección **Proveer información sobre la escuela** durante los siguientes períodos mensuales:

- del 22 al 26 de febrero
- del 22 al 26 de marzo
- del 19 al 23 de abril
- del 24 al 28 de mayo
- del 21 al 25 de junio

Más información sobre la encuesta para la escuela de NAEP 2021 está disponible en [enlace](#). Si tiene alguna pregunta, por favor contácteme llamando al teléfono del NSC o escribiendo a correo electrónico del NSC.

Nuestro(a) superintendente del distrito, nombre, apoya NAEP y queda a la espera de la participación de su escuela. Gracias de antemano por apoyar esta importante encuesta.

Atentamente,

Coordinador(a) estatal de NAEP

Adjunto: Instrucciones de la Encuesta para la escuela de NAEP 2021

cc: **Coordinador(a) escolar**