District Name: «District_Name»
School Name: «School_Name»
NAEP ID: «NAEP_ID»

Dear «School_Coordinator_Fname» «School_Coordinator_Lname»,

Welcome back! In a few short days, students will be back in the building and you'll be in the hustle and bustle of a new school year. Thank you for all that you do to support education in Montana. I am writing to notify you that you were designated as «School_Name»'s NAEP School Coordinator. This means you will be our single point of contact for all matters pertaining to the NAEP Long-Term Trend (LTT) assessment. As the school coordinator, you will have a number of responsibilities critical to making NAEP a success. The NAEP Assessment Management System (AMS) website is designed to assist you with these responsibilities. NAEP representatives will provide significant support to you and your school by administering the assessment and will bring all necessary materials. Your NAEP Representative will contact you in September. The OPI will award 12 renewal units to you after successfully completing all NAEP activities.

The NAEP 2025 program will include paper-based long-term trend (LTT) assessments in mathematics and reading at age 13 between October 7, – December 13, 2024. Each student will be assessed in one subject only. Your school has been selected to participate in LTT Age 13 on «Assessment_Date». If there is a conflict with the scheduled assessment date, please contact me by **Wednesday, September 18th** and we will work together to identify an alternate date.

During the assessment, we would appreciate the presence of a school staff person as an observer during the assessment. A staff member's presence can have a positive impact on students' motivation and performance. A reserved large space dedicated for most, if not all, of the day is required with flat desks or tables.

«School_Name»'s Overview of the NAEP LTT Age 13 Assessment:

Assessment Date:	**«Assessment_Date»**
Subjects:	Mathematics and Reading Each student will be assessed in one subject only.
Sample Age:	Age 13
Estimated Student Sample:	«Estimated_Student_Sample»
Assessment Duration:	Up to two groups of 25 or one group of 50 students. Each session will last approximately 90 minutes (including transition time and instructions).
**Tasks 1-3: AMS Registration, Provide School Characteristics & Submit Student List Due Wednesday, Sept. 18th.**
1. **Complete Task 1** - Log in and set up your **NAEP AMS** account (15 minutes). 2. **Complete Task 2 –** Provide *School Characteristics* section (15 minutes) 3. **Complete Task 3 –** Submit Student List (30 minutes).

There are three tasks to complete: 1) log in and set up your **NAEP AMS** account and 2) complete Provide School Characteristics: School Information, School Recruitment, and Age 13 Student Information, and 3) Submit Student List. Shortly, the AMS will send a registration email to log in and set up your account from *AMS-naep@westatstudies.com*. The link will expire 30 days after the email is received.

Tasks 1 – 2: AMS Registration & Provide School Characteristics
• Log in and set up your **NAEP AMS** account is the first step to access the secure website for NAEP information, documents, and preparation activities. (Task 1) • In addition to registering, complete and/or review the three portions of Provide School Characteristics: School Information, School Recruitment, and Age 13 Student Information. (Task 2) • To learn more about how to complete Tasks 1 & 2, watch the **video** or view **AMS Registration Instructions** to assist you. • If you have technical questions or issues, please contact the NAEP Help Desk at **naephelp@westat.com** or (800) 283.6237.

Task 3: Submit Student List
• To ensure NAEP is statistically valid, all students who are age 13 with birthdates between **January 1 – December 31, 2011** must have an opportunity to be selected. Students may be in any grade; however, we expect most of the students to be in grades: 6, 7, 8, and 9. • In the past, OPI has submitted a student list of behalf of a NAEP-selected school to be assessed in the spring. Since LTT Age 13 will be administered in the fall before the Fall Enrollment Count is due, OPI is unable to provide the most current up-to-date student list. • Using the **Submit Student List Template** and **Submit Student List Instructions**, NAEP School Coordinators will work with their school's data provider to complete the template. • Once the template is complete, NAEP School Coordinators will submit via the **Montana File Transfer Service**. **Instructions** are available on the website. • To learn more about how to complete Task 3, watch the **video**. • Reminder: Do not send emails with personally identifiable information (PII) especially student name and/or student number. It is a violation of the **MontCAS Student Data Privacy Policy** and will result in a test irregularity for your school system.

I look forward to working with you to ensure a successful NAEP administration. Your support is vital in our efforts to measure what Montana students know and can do. For additional information, please review **NAEP 2025 in Your School: Age 13 Long-Term Trend** and visit the NAEP website at **http://nces.ed.gov/nationsreportcard**. If you have any questions, please feel free to contact me.

Sincerely,

Shantel Niederstadt, NAEP State Coordinator
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Montana Office of Public Instruction
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