

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

Dear «School_Coordinator_Fname» «School_Coordinator_Lname»,

Welcome back! Students are back in the building and you're 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 December. 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 17 between March 17 – May 23, 2025. Each student will be assessed in one subject only. Your school has been selected to participate in LTT Age 17 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 17 Assessment:

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|---|---|
| Assessment Date: | «Assessment_Date» |
| Subjects: | Mathematics and Reading Each student will be assessed in one subject only. |
| Sample Age: | Age 17 |
| 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 1-2: AMS Registration and Provide School Characteristics Due Wednesday, September 18th. | |
| 1. Complete Task 1 - Log in and set up your NAEP AMS account (15 minutes). 2. Complete Task 2 – Provide <i>School Characteristics</i> section (15 minutes) | |

There are two 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 17 Student Information. 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.

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| Tasks 1 – 2: AMS Registration & Provide School Characteristics | |
| <ul style="list-style-type: none">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 17 Student Information. (Task 2)
- To learn more about how to complete Tasks 1 & 2, watch the a [video](#) or view [AMS Registration Instructions](#) to assist you.
- If you have questions or issues, please contact the NAEP Help Desk at naephelp@westat.com or (800)283-6237.

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 2024 in Your School: Age 9 and 17 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

Department of Teaching and Learning
Montana Office of Public Instruction

- Phone: 406.444.3450
- Website: <http://opi.mt.gov/>
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National Center for Education Statistics (NCES) conducts the National Assessment of Educational Progress to evaluate federally supported education programs. All of the information you provide 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 you. Electronic submission of your information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015.