

School Name: «School_Name»

District Name: «District_Name»

Dear «School_Coordinator_Fname» «School_Coordinator_Lname»,

Welcome to the 2026 administration of the National Assessment of Educational Progress (NAEP) assessment, also known as *The Nation's Report Card*. NAEP is the largest nationally representative and continuing assessment of what students in the United States know and can do in various subjects. Participation is required under the Every Student Succeeds Act (or ESSA) for any district receiving Title 1 funding.

You were designated as «School_Name»'s NAEP School Coordinator. This means you will be the single point of contact for all matters pertaining to the NAEP 2026 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. To prepare for the assessment, please review [NAEP 2026 in Your School](#) and [NAEP 2026: NAEP Device Checklist and Timeline](#). The NAEP Assessment Team will provide significant support to you and your school by bringing all necessary equipment and materials, and administering the assessment. The OPI will award 12 renewal units to you after successfully completing all NAEP activities.

In November, there are two tasks to complete: 1) log in and set up your [NAEP AMS](#) account and 2) provide school information. Shortly, the AMS will send a registration email to log in and set up your account from naep-ams@naepndp.org. The link provided in the registration email is to answer the questions in the *School Information* section, this will provide us with the most up-to-date school and contact information. Here's a [video](#) and [step-by-step registration guide](#) to assist you. Once you've registered for the AMS, you'll need to provide school information. For more information, visit [video](#) and [presentation slides](#).

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.

«School_Name»'s Overview of the NAEP 2026 Assessment:

Assessment Date:	«Assessment_Date» If there is a conflict with the scheduled assessment date, please contact me as soon as possible with at least three suggested alternate dates.
Subjects:	Mathematics and Reading Each student will be assessed in one subject only.
Sample Grade:	«Grade»
Estimated Student Sample:	«Estimated_Student_Sample»
Assessment Duration:	Up to two sequential sessions of about 25 students each. Each session will last approximately 90-120 minutes (including transition time and instructions) and require a dedicated space for most, if not all, of the day.

Tasks 1 & 2: AMS Registration & Provide School Information Due Friday, November 28, 2025

1. **Include** the NAEP assessment date on your school calendar.
2. **Review** the [NAEP 2026 in Your School](#) and [NAEP 2026: NAEP Device Checklist and Timeline](#)
3. **Log in and set up** your [NAEP AMS](#) account and answer the questions in the *School Information* section.
(30 minutes)

I look forward to collaborating with you to ensure the successful administration of NAEP 2026. Your support is vital in our efforts to measure what Montana students know and can do. For additional information, visit the Montana OPI NAEP website at <https://opi.mt.gov/Leadership/Assessment-Accountability/MontCAS/NAEP>. If you have any questions, please feel free to contact me. You can also receive immediate assistance from the NAEP Help Desk via phone at 1.800.283.6237 or e-mail at naephelp@westat.com Monday through Friday between 8 a.m. and 5:30 p.m. ET.

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/>
- Email: sniederstadt@mt.gov

The 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 only be used for the purposes of research, statistics, and evaluation under the Education Sciences Reform Act of 2002 (ESRA; 20 U.S.C. § 9543) and may not be disclosed, or used, in identifiable form for any other purpose except as required 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 in any unauthorized manner. 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.