

District Name: «District_name»

Dear «Technology_Coordinator_Fname» «Technology_Coordinator_Lname»,

Thank you for completing the NAEP 2026 School Technology Survey (STS). I am writing to inform you that administrative model assignments have been made for schools in your district selected to participate in the 2026 administration of the National Assessment of Educational Progress (NAEP).

Your district has been assigned to **school and NAEP devices**. NAEP Representatives will administer the assessment in your district. The assessment window is **January 26 to March 20, 2026**. Schools will receive their assigned assessment date in early November. Each student will be assessed in one subject only – mathematics or reading. The assessment takes approximately 2 hours to complete including transition time and directions. Schools will need to provide dedicated space for most, if not all, of the day with tables or flat desks and an adequate number of electrical outlets in the assessment location. You or the App Installer will need to be available at the team's arrival time.

For schools assigned to **school devices and Internet**, the designated App Installer, «App_Installer_Fname» «App_Installer_Lname» should have received an automated email with next steps. Be sure to check spam or junk folders. If the email is not received, then please let me know so I can send it again to him/her.

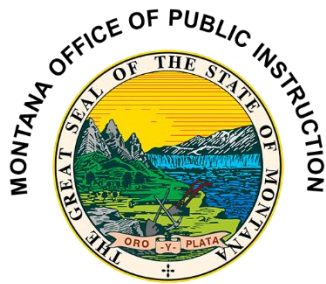
School Coordinators will be designated by the principal of each NAEP-selected school. In November, School Coordinators begin the preparations for assessment day. It's important that you, the School Coordinator, and NAEP Representatives work together. In December, the School Coordinator will schedule an Assessment Planning Meeting to meet with the NAEP Representative who will administer the assessment in your district. It's important for you to attend this meeting to provide technical logistics.

For schools assigned to **NAEP devices and Internet**, NAEP Representatives will handle the technical logistics from here. Nothing more is needed from you.

Technology Coordinator Attention Needed
We look forward to working with you to make NAEP a positive experience in your district. By working together with the designated App Installer and School Coordinator, you can ensure that everything goes smoothly on assessment day.
<ol style="list-style-type: none">1. Review the attached District Administrative Model Assignments (District Name, School Name, NAEP ID, Grade, Eligibility, and Verification Codes).2. Review the eNAEP Download Center.3. Ensure each student will have a device in good condition and extra devices in case of technical issues on assessment day.4. Complete the NAEP Assessment Application by Wednesday, December 31, 2025.

Again, thank you for your assistance with this important assessment of our nation's students. For technical information, visit the [eNAEP Download Center](#) or contact the NAEP Help Desk at (800) 283-6237 or naephelp@westat.com. If you have NAEP questions, please feel free to contact me.

Sincerely,



Shantel Niederstadt, NAEP State Coordinator

Department of Teaching and Learning

Montana Office of Public Instruction

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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.

Cc: App Installer and District Testing Coordinator