

District: «District_Name»

Dear «District_Supt_Title» «District_Supt_Fname» «District_Supt_Lname»,

I am writing to notify you that «District_Name» has been selected to participate in the 2025 administration of the National Assessment of Educational Progress (NAEP) assessments, also known as *The Nation's Report Card*. NAEP is the largest nationally representative measure of student achievement across the country and is a congressionally authorized project of the National Center for Education Statistics (NCES) within the U.S. Department of Education.

NAEP will administer paper-based long-term trend (LTT) assessments in mathematics and reading to 9-, 13- and 17-year-old students from **October 7, 2024 to May 23, 2025**. There are three assessment windows: October 7 – December 13, 2024 (Age 13), January 6 – March 14, 2025 (Age 9), and March 17 – May 23, 2025 (Age 17). Each student will be assessed in one subject only. As conducted in previous years, NAEP representatives provide significant support to schools by administering the assessment and bringing all necessary materials.

Selected schools are notified in advance so principals can place the NAEP assessment date on their calendars and incorporate NAEP into the planned school program. Please review «District_Name»'s District Schools Selected for NAEP 2025 LTT Program including the principal contact information for each selected school. If it is incorrect, please reply to this email with the new contact information including phone and email by **Friday, July 19th**.

District Attention Needed

«District_Name» will play an important role by participating, and we know that we can count on your full support to make this a meaningful experience for your school(s) and students. The list of selected school(s) from your district is attached and includes the assessment program for each school.

1. **Read** the [State Superintendent's NAEP 2025 Memorandum](#).
2. **Review** the attached [District Schools Selected for NAEP 2025 LTT Program](#) (sampled school, NAEP ID, sampled age, assessment subjects, and principal name).
3. **Include** the appropriate NAEP assessment window(s) on your district calendar.
4. **Reply** to this email with any **principal name change** and his/her contact information (phone number and email address) in your NAEP-sampled schools by **Friday, July 19th**.

Your support is vital in our efforts to measure what Montana students know and can do. For additional information, please see [Facts for Districts](#) 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

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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.