

District: «District_Name»

School: «School_Name»

Dear «Principal_Prefix» «Principal_Fname» «Principal_Lname»,

Thank you for all that you do to support education in Montana. I am writing to notify you that «School_Name» has been selected to represent schools across the nation by participating in the 2025 administration of the National Assessment of Educational Progress (NAEP), 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 and is administered by the National Center for Education Statistics (NCES) within the U.S. Department of Education.

The NAEP 2025 program will include paper-based long-term trend (LTT) assessments in mathematics and reading at ages 9, 13, and 17 between October 7, 2024 – May 23, 2025. Each student will be assessed in one subject only. Your school is scheduled to take the assessment on «Assessment_Date» for LTT Age «Age» only. If there is a conflict with the scheduled assessment date, please contact me and we will work together to identify an alternate date. NAEP representatives provide significant support to schools by administering the assessment and bringing all necessary materials. To prepare for the assessment, designate a NAEP school coordinator to serve as the liaison for all NAEP activities in your school. Reply to this email with a designated NAEP school coordinator name, phone number and email address by **Friday, August 9th**. The school coordinator should

- Know how to collect student information, such as birth dates, demographic information, and if any students have withdrawn;
- Be comfortable using a computer, since all assessment preparation activities will be completed online; and
- Be familiar with how students participate in statewide assessments.

A NAEP representative responsible for administering the assessment will contact your school coordinator in September. During the assessment, we would appreciate the presence of a school staff member as an observer in each session. A staff member's presence can have a positive impact on students' motivation and performance.

«School_Name» will play an important role by participating; your support of the assessment will help ensure this is a positive experience for your students.

Assessment Date:	«Assessment_Date»
Subjects:	Mathematics and Reading Each student will be assessed in one subject only.
Sample Age:	«Age»
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) and require a dedicated space for most, if not all, of the day.
Assessment Administrator:	NAEP representatives are responsible for administering the assessment and will contact your NAEP school coordinator in September (Age 13), November (Age 9), and January (Age 17).

Principal Attention Needed

1. **Read** the [State Superintendent's NAEP 2025 Memorandum](#).
2. **Include** the NAEP assessment date («Assessment_Date») on your school calendar.
3. **Reply** to this email with a designated NAEP school coordinator by **Friday, August 9th**.
4. **Communicate** scheduled assessment date conflict (if any) by **Friday, August 23rd**.

I look forward to collaborating with you and your school coordinator to ensure the successful administration of NAEP 2025. Your support is vital in our efforts to measure what Montana students know and can do. For additional information, please see [Selecting Schools for Participation in State-Level NAEP](#), [Facts for Principals: LTT Age 13](#), [Facts for Principals: LTT Age 9 & 17](#) 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
- Email: sniederstadt@mt.gov
- Website: <http://opi.mt.gov/>

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.