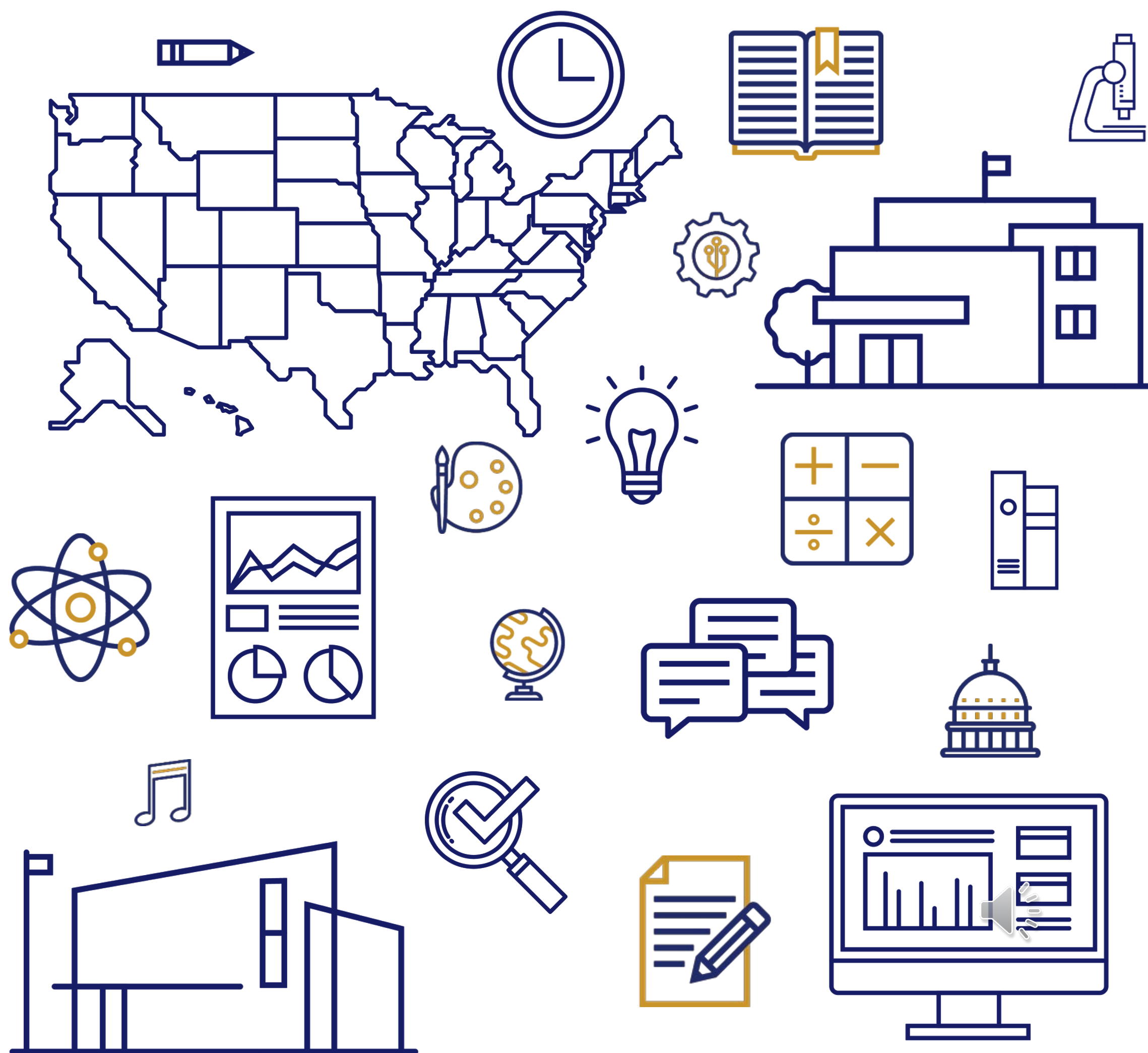
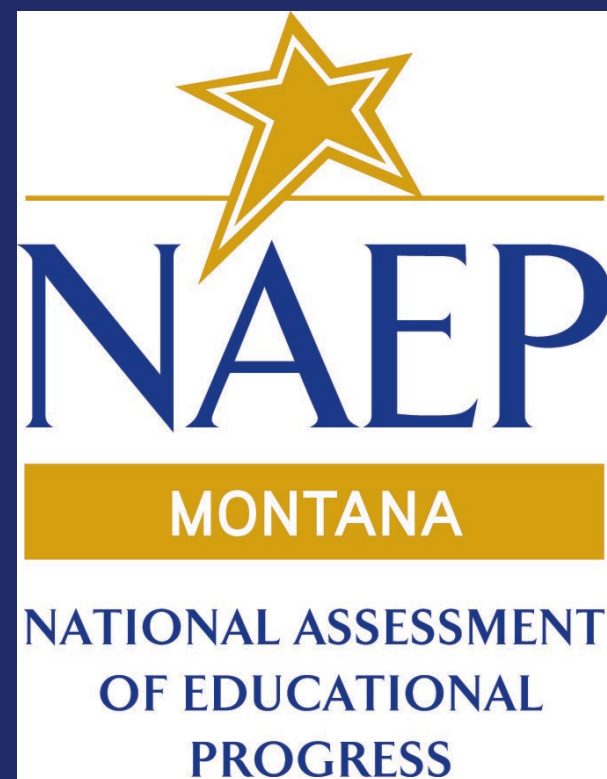


Task 3: Schedule Assessment Planning Meeting (APM)

OPI Assessment Unit Focused Support Video



Preassessment Activities

Preassessment Activities

Now that the student sample is available, preassessment activities can be completed in the AMS. This summary report will show the status of each activity. All activities should be completed before the assessment planning meeting.

Preassessment Activities

Assessment Planning Meeting date  **Not scheduled**

Task	Missing info	May require updates after Add New	
		Students	Completed
Provide Student Information: Student Demographics			
Provide Student Information: SD and EL Students			
Add New Students			
Assessment Logistics			
Technical Logistics			
Notify Parents/Guardians			

Demographic information is available for all selected students.



Task 3 – Schedule APM due before Winter Break

Schedule Assessment Planning Meeting

Participate in a virtual meeting with the NAEP team to review the assessment plan. Your NAEP representative will contact you about scheduling this meeting.

Meeting between NAEP representative and school

Not scheduled

☐ Virtual meeting link:

Schedule Assessment Planning Meeting +

Did this meeting happen? ☒ No ☐ Yes

Is a follow-up meeting needed? ☒ No ☐ Yes



Schedule Follow-up Meeting +

Did this meeting happen?

☒ No ☐ Yes



NAEP Assessment Management System - <https://naep.ams.naepnpd.org>

Task 3 – Schedule APM due before Winter Break

Meeting between NAEP representative and school

< January > < 2026 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Time Zone
🌐 Eastern Daylight Time - US & Canada (10:55 AM)

Assessment date
📅 Assessment date - Thursday, March 5, 2026

7:00 AM

7:30 AM

8:00 AM

8:30 AM

9:00 AM

9:30 AM

Confirm →

NAEP Assessment Management System - <https://naep.ams.naepnpd.org/>

Task 3 – Schedule APM due before Winter Break

Schedule Meeting

Your NAEP representative will send a **virtual** link for this date and time.

 Thursday, January 15	Date
 9:00 AM - 10:00 AM Time Zone EST	Time

 Tyler Hampton NAEP Representative

 Applewood Elementary School School

[← Back](#)[Schedule Meeting](#)

Task 3 – Schedule APM due before Winter Break

Schedule Assessment Planning Meeting

Participate in a virtual meeting with the NAEP team to review the assessment plan. Your NAEP representative will contact you about scheduling this meeting.

Meeting between NAEP representative and school

Thursday, January 15

9:00 AM - 10:00 AM Time Zone EST

Tyler Hampton

☐ Virtual meeting link:

Reschedule Assessment Planning Meeting +

Add/Edit Virtual Meeting Link

Did this meeting happen? ☒ No ☐ Yes

Is a follow-up meeting needed? ☒ No ☐ Yes

For field staff only: Please record the details of this meeting and any follow-up contacts in the **Contact Log**.

Schedule Follow-up Meeting +

Did this meeting happen?

☒ No ☐ Yes

Task 3 – Schedule APM due before Winter Break

Schedule Assessment Planning Meeting

Participate in a virtual meeting with the NAEP team to review the assessment plan. Your NAEP representative will contact you about scheduling this meeting.

Meeting between NAEP representative and school

📅 Thursday, January 15 ⌚ 9:00 AM - 10:00 AM Time Zone EST 🔍 Tyler Hampton

🔗 Virtual meeting link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzM4OWUwYzYlZWNIy00MDMzLTlhY2YtNWZhMjQyYzg4NWMz%40thread.v2/0?context=%7b%22id%22%3a%22a066de23-9711-4de4-8725-431a39ebcafb%22%2c%22oid%22%3a%226e9f380d-395a-4769-a977-6259a85630f7%22%7d

Reschedule Assessment Planning Meeting +

Add/Edit Virtual Meeting Link

Did this meeting happen? ☒ No ☐ Yes

Is a follow-up meeting needed? ☒ No ☐ Yes

For field staff only: Please record the details of this meeting and any follow-up contacts in the **Contact Log**.

📅

Schedule Follow-up Meeting +

Did this meeting happen?

☒ No ☐ Yes



NAEP Assessment Management System - <https://naep.ams.naepnpd.org/>

Task 3 – Schedule APM due before Winter Break

NAEP Team			
Name	Position	Contact Info	Assignment
Niederstadt, Shantel	State Coordinator	☎ 406-444-3450 @ sniederstadt@mt.gov	
[REDACTED]	Field Director	☎ [REDACTED] @ [REDACTED]	
[REDACTED]	Field Manager	☎ [REDACTED] @ [REDACTED]	
[REDACTED]	TS-Supervisor	☎ [REDACTED] @ [REDACTED]	
[REDACTED]	Supervisor	☎ [REDACTED] @ [REDACTED]	
[REDACTED]	Assessment Coordinator	☎ [REDACTED] @ [REDACTED]	Conduct APM Conduct Assessment Conduct Makeup
[REDACTED]	Assessment Administrator	☎ [REDACTED] @ [REDACTED]	Administer Group

NAEP Assessment Management System - <https://naep.ams.naepnpd.org>

Task 3 – Schedule APM due before Winter Break



Contact Information

For technical questions:
NAEP Help Desk
Phone: (800) 283.6237
Email: naephelp@westat.com

For NAEP questions:
Shantel Niederstadt, NAEP State Coordinator
Montana Office of Public Instruction
Phone: 444.3450
Email: sniederstadt@mt.gov

 Request help

SHANTEL NIEDERSTADT

