**NAEP 2019 Planning** **Worksheet**

**Directions**: Please use this chart to assist your planning efforts for NAEP testing at your school. This chart includes examples of high level tasks that require planning and collaboration with your NAEP field staff and school staff members.

|  |  |  |
| --- | --- | --- |
| **High Level Tasks** | **Person(s) to Contact at your School** | **Strategies and Next Steps** |
| **Update Student Lists** *(i.e. ensuring student data for NAEP participation is current and accurate)* |  |  |
| **Ensure Distribution of Parent/Guardian Notification Letter**  *(i.e. ensure pertinent communication on NAEP testing for families is timely before NAEP testing)* |  |  |
| **Inclusion of all students including SD/ELL students**  *(UDE and allowable accommodations for SD/ELL students)* |  |  |
| **Providing Logistics Support for the Field Rep & Field Staff**  *(i.e. helping to arrange assistance for field staff to transport equipment that does not include the use of steps)* |  |  |
| **Provide Staff Support during Testing**  *(i.e. ensure school staff is informed about NAEP testing and assist with movement of students to and from NAEP testing)* |  |  |
| **Participation for Students**  *(i.e. encouraging and motivating student participation)* |  |  |