

Instructions for the Below-State NAEP Request Form

The following provides an explanation of how to complete and submit the Below-State NAEP Request Form.

Section A. District Profile

(1) Contact information:

The district must designate a person to serve as the point of contact between the district and NCES in this process. Please provide contact name, job title, name of organization, mailing address, telephone number, and email address.

(2) District classification:

In order to be recognized for participation in Below-State NAEP, each district must identify itself based on the definition of "district." Please select one of the boxes to indicate whether the district is a:

- (i) state education agency;
- (ii) local education agency;
- (iii) consortium of local education agencies; or
- (iv) a group of schools that have a common purpose or mission, such as a group of private or parochial schools, charter schools, or other public schools, without regard to geographic proximity.

If (iii) or (iv) is checked, please complete page 2 to provide the name of each member of the group or consortium.

Section B. Sampling Profile

(3) Grades and subjects to include:

Select one or more of the boxes to indicate which grade(s) will be included and remove any check mark for subjects not to be included in the Below-State NAEP assessment. Please refer to page 8 of the *Technical Specifications for the Conduct of Below-State NAEP* for information regarding differential costs associated with assessing one, two and three subjects.

(4) Total enrollment by grade:

Please provide the total number of current schools and student enrollment by grade level within the district for grades 4, 8, and 12 as appropriate. Only enter enrollment figures for those grades and subjects that will be included in the Below-State NAEP assessment. If the district consists of more than one member, please provide the information for each affiliation on page 2. The school and student enrollment by grade level for each affiliation should add up to the total number provided here.

Submission of Request

After filling out the Below-State NAEP Request Form, please mail or fax this form to:

National Center for Education Statistics
Attn: Gina Broxterman
1990 K St., NW
Washington, DC 20006
Fax number: 202-502-7440

For the 2014 NAEP assessment year, requests must be received by January 17, 2013. For all additional inquiries on Below-State NAEP, districts should contact Gina Broxterman by email at Gina.Broxterman@ed.gov or by phone at 202-502-7822.