

By Labor Day, all principals of Maine schools in the 2011 NAEP sample, will receive a NAEP Registration packet. Superintendents received notice in June regarding whether they had schools in the 2011 NAEP sample and which schools and grades would be sampled in 2011.

Although the school districts and individual schools have been selected for the sample, the individual students in the sample have not yet been selected. This will not occur until after October 1 when MEDMS/Infinite Campus has been updated by school districts with the current 2010-2011 enrollment.

At the end of October, the NAEP State Coordinator will work with Charlotte Ellis to submit the required enrollment data from sampled schools across the state of Maine. Therefore it is especially important to NAEP that you meet your MEDMS/Infinite Campus enrollment deadline. If your school enrollment isn't complete, it will take a lot of extra work to submit your school data on an individual basis.

The NAEP registration packet also contains a letter to the school principal regarding *MYSCHOOL* registration. Enclosed is a form that needs to be filled out and faxed back upon receipt, to the NAEP coordinator at the Maine DOE (624-6671 or e-mailed at paula.hutton@maine.gov). The return of this form by FAX or attachment via e-mail, serves to confirm that the NAEP packet has been received, and to confirm the school's test date. It requires the signature of the school principal. It also asks for principal and NAEP school assessment coordinator contact information so that future communication can be conducted via e-mail.

As well, in the registration packet is a folder of information for the person who will be the NAEP school assessment coordinator at each school site. This can be the principal or his/her designee. The NAEP school assessment coordinator will be the point person for NAEP contact throughout the NAEP process. The NAEP school assessment coordinator is given a NAEP folder, containing specific registration # to use, in order to register his/her school. The NAEP school assessment coordinator needs to register his or her school with this number by September 15, 2010.