



Letter of Agreement
for
2004 PSAT/NMSQT Early Participation Program¹

Keller Independent School District

350 Keller Parkway
Keller, TX 76248

4.07.04

Attention: Ms. Nika Davis, Director of Secondary Instruction

This agreement involves*:

1. 3 high schools, which represents 100% of the district
2. the following grades, including at least one-pre-junior grade: 10th and 11th grades

This agreement includes the following standard deliverables*:

1. PSAT/NMSQT test materials (student bulletins, test booklets) and Student Score Reports
2. School Summary Reports
3. SOAS (Summary of Answers and Skills) Reports for Schools
4. AP Potential for Schools
5. *ScoreWrite* for every school and district
6. *Working with the 2004 PSAT/NMSQT* publication for every school and district

This agreement includes the following optional reports*:

1. 1 District SOAS Report
2. 3 Student Data Disks for schools
3. 1 District Data Disk

Additional expectations will be noted here, with fuller explanations attached, if needed

Keller ISD requests central billing for all 9-11 grade students who complete the P/N Exam October 2004.

Fees associated with this agreement*:

- | | |
|---|-------------|
| 1. Test fees (includes standard reports): | \$22,728.00 |
| 2. Optional reports: | \$426.00 |
| 3. Cost of any additional services: | \$23,154.00 |
| 4. Total fee for this agreement: | |

District will be invoiced for total fee in January, 2005. Payment in full is due by March 15, 2005.

¹ This agreement is only for districts that are renewing 2003 Early Participation Program agreements.

* See Addendums for further clarification on any of the above.

Signature Page for Keller ISD 2004 PSAT/NMSQT Early Participation Agreement

Ownership of PSAT/NMSQT Examination:

The State/District agrees and acknowledges that the PSAT/NMSQT examination, and all items (questions) contained therein, including all copies thereof, all examination materials, and all data included but not limited to all individually identifiable information collected under this Agreement is at all times exclusively owned by the College Board, who is the exclusive owner of all rights therein, in and to the PSAT/NMSQT exam, including, without limitation, all copyrights, trademarks*, trade secrets, patents, and other similar proprietary rights, and all renewals and extensions thereof.

Nothing in this Agreement should be interpreted to indicate that the College Board is passing its proprietary rights in and to the PSAT/NMSQT exam to the State/District.

***PSAT/NMSQT is a registered trademark jointly owned by the College Entrance Examination Board and the National Merit Scholarship Corporation, and should be so noted in all communications.**

If the terms of this agreement are acceptable, and you have read and understood the addendum inclusions, please sign each copy of the original, returning both copies for counter signature by the College Board. One fully executed duplicate original will be returned for your files. In addition, you must attach a list of participating high schools, with their respective CEEB codes and projected grade enrollments, to this letter of agreement. An agreement cannot be considered complete and effective without this information.

If there are any other ways we can support your efforts to increase students' opportunities for post-secondary education, please let us know.

Sincerely yours,

Scott M. Kampmeier
K-12 Solutions Manager

ACCEPTED FOR: Keller Independent School District

BY: Nika Davis

TITLE: Director of Secondary Education

SIGNATURE: _____ DATE: _____

ACCEPTED FOR: The College Board

BY: Peter Negroni, Senior Vice President

SIGNATURE: _____ DATE: _____

Contact Page for Keller ISD 2004 PSAT/NMSQT Early Participation Agreement

Please note the name and contact information of the person to whom the College Board should direct PRIMARY communications:

Name: Ms. Nika Davis

Title: Director of Secondary Education

Address: 350 Keller Parkway

City/State/Zip: Keller, TX 76248

Phone: 817 337-7500 Fax: 817 337-3261

Email: ndavis@kellerisd.net

Please note the name and contact information of the person to whom the College Board should send the invoice for this agreement, *if different* from above:

Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

COLLEGE BOARD CONTACTS:

College Board Regional Contact:

Kay Wilson
Southwestern Regional Office of the College Board
4330 South MoPac Expressway
Austin, TX 78735-6734
Phone : 817 294-4647 Fax : 817 294-0889
kwilson@collegeboard.org

PSAT/NMSQT Billing Inquiries:

David Monroe
Phone: 212 373 8736 Fax: 212 262 0946
dmonroe@collegeboard.org

**Keller Independent School District
PSAT/NMSQT 2004 Early Participation
Program Addendum**

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For districts to send to schools
informing them of the agreement
and the school's responsibilities

A - **LIST OF PARTICIPATING SCHOOLS ***

[District name]

SCHOOL	CEEB CODE	ADDRESS, City, State, Zip
Keller High School	443755	601 N. Pate-Orr Road Keller, TX 76248
Fossil Ridge High School	443753	4101 Thompson Road Keller, TX 76248
Central High School	442583	9450 Ray White Road Ft. Worth, 76137

*** You may, if preferred, attach a list of participating schools. Please be sure to include the CEEB school (six-digit) code, school name, address for each grade included under this agreement.**

B - Test Fee Calculation for Keller ISD PSAT/NMSQT 2004 LOA

A pre-set level of expected participation determines the total test fees. The expected participation will be based upon: (1) projected 2004 enrollment figures for the participating classes and (2) PSAT/NMSQT participation in 2003. (This will determine a set fee that will not change regardless of actual participation numbers.) For each pre-junior grade that participates in the plan, the expectation is for a participation rate increase of 10%, with the following stipulations: The minimum level of participation used in calculations is 65% for underclassmen, and the maximum level will not exceed 90% (even if more than 90% of a grade actually participates). If juniors are included, their minimum is 75%, maximum is 100% participation. A 15% discount applies to all grade levels covered under this plan. (There are no fee waivers granted for juniors covered under this agreement.)

Fill in the actual enrollment and participation figures in the *non-shaded* cells to provide exact fees for 2004-05. (The electronic version will perform the calculations.)

Calculation of Test and Reporting Fees

Test Fee Calculations								
Included Grades	2003-04			2004-05				
	Enrollment	% Participation	Participation	Enrollment	Exp. % Part.	Exp. Participation	Test Fees	Disc. Fees
Other		0%			65%	0	0	0
9		0%			65%	0	0	0
10	1605	72%	1153	1567	82%	1282	14106	11990
11	1440	48%	684	1605	75%	1204	12639	10737
Totals	3045		1837	3172		2,486	\$26,746	\$22,728

This is a 15% discount of		\$4,018	in test fees.
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Additional Reports and Fees

2004		Required	Optional			Total Report Fees
# Schools	# Students	SOAS fees	Dist.SOAS	Dist.Disk	Sch.Disks	
	2486	N/A	\$127.00	\$149	\$150	
AP Potential :						
			\$250/school fee waived	\$0		\$426

Total Fees	\$23,154
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Payment due on March 15, 2005

C - Deliverable Descriptions

Standard Reports and Support Materials

1. PSAT/NMSQT Bulletins, Tests and Student Score Reports for every student
*Every student will receive a **Student Bulletin** with comprehensive information about the test, including information on: test contents and question types; how to prepare; and National Merit Scholarship Program. It will also include a full-length practice test. Every student will receive a **test** on test day, which will be returned to students when the Score Reports are distributed.*
*Each student will receive a comprehensive, easy-to-interpret **Score Report Plus** that provides complete feedback on performance, junior or sophomore percentiles, question-by-question feedback, and personalized information on skills that need improvement.*
2. School Summary Reports
Each school will receive: a summary of their students' scores; a roster of student scores and profiles; and a set of score labels (which should not be placed on transcripts that will be shared with external entities such as colleges)
3. SOAS (Summary of Answers and Skills) Reports for Schools – *is a report available online, with secure school access, that provides a comprehensive overview, question-by-question analysis, as well as skill analysis for every grade in the school that tested at least 25 students. It comes with additional support and reference material.*
4. AP Potential for Schools - *identifies students who may be good candidates for the challenge of Advanced Placement coursework based on their PSAT/NMSQT results. This interactive report is available online with secure school/district access provided.*
5. Working with the 2004 PSAT/NMSQT Kit – *is a master guide for school staff to aid in preparing for, administering, interpreting and using the results of the PSAT/NMSQT.*
6. ScoreWrite Program – *is a complete in-house professional development program to train teachers how to score essays (in preparation for the SAT essay) on the same national standards as the SAT. It is also a complete practice essay experience for the students. This can be given at any time throughout the school year. All the materials and masters needed to prepare for scoring and administration are included.*

Optional Reports

7. District SOAS Report – *same as #3 above, except for districts. Cost is \$127.*
8. Student Data Disks for Schools or Districts - *provides comprehensive individual student data, including their performance on every question, in ASCII or Excel formats. Cost is .06 per student, minimum charge \$50, maximum charge \$900 per district/school. Disk fee will be based on the pre-set expected participation*

D - Process Calendar

- **Spring – Early September 2004:**
 - All schools should be notified by their district/state of this agreement and instructed to go online (www.collegeboard.com/school/) and order test materials for the fall 2004 PSAT/NMSQT. They should order by June 15, 2004, to ensure timely arrival of practice materials.
 - All schools must ensure that students with disabilities who are requesting accommodations have acquired College Board SSD (Services for Students with Disabilities) Eligibility codes prior to **September 10, 2004.**
 - We strongly recommend submitting SSD eligibility forms in the spring of 2004, in advance of the fall deadlines.
- **August 1, 2004:** Letter of Agreement signed on or before this date.
 - Complete list of all participating schools, including school codes, included under this agreement, must be attached when you submit the signed Letter of Agreement
- **Late August 1, 2004:** *Working with the 2004 PSAT/NMSQT* kit, including a copy of *ScoreWrite* is sent to schools. *TestRight* is available online www.collegeboard.com/testright/ for comprehensive information about test supervision.
- **September 2004:** All Student Bulletins and supplemental materials provided by this time to schools that ordered prior to July 1, 2004.
- **October 2004:** All tests should have been received by early October. (Notify P/N, at 1-888-477-PSAT if they have not.) Test administered on **Wednesday**, October 13th, **or** Saturday, October 16th and answer sheets returned within 48 hours of testing. Any fees not covered by this agreement are remitted by the school according to the instructions in the Supervisor's Manual.
- **Mid-December 2004:** Projected distribution dates for student score reports, School Summary Reports. *
- **Late December 2004:** Projected distribution of Electronic Data Files. **
- **First week of January, 2005:** Invoice for payment sent to all LOA billing addresses.
- **Late January 2005:** Schools receive codes to access AP Potential online.
- **February 2005:** Access to online *Summary of Answer and Skills**** reports for all participating schools and districts is activated. All state College-Bound Junior and College-Bound Sophomore reports available online.
- **March 15, 2005:** Due date for full payment of agreement fees.

* This assumes that all answer sheets were received promptly, and are not on "hold" due to testing irregularities.

** Comprehensive disk data files are optional. See previous page for more specific information.

*** Each grade with at least 25 students within a school will receive a *Summary of Answers and Skills* report for that grade.

E - Important Notes

Important: Inform schools, as early as possible, that the state/school district is paying for the exams, to **ensure that schools:**

1. **order sufficient materials for all their students.** (Schools should be directed to order online at www.collegeboard.com/school/).
2. understand and agree that they will be held **responsible for paying any fees for students who entered the incorrect grade on their answer sheets** (i.e. grades not covered by this agreement). Schools should be encouraged to double-check grade entries prior to submitting answer sheets.
3. **send correct remittance** for all tests or fees not covered by this Letter of Agreement in the Remittance envelope at the same time answer sheets are returned.
4. are aware that they are **exempt from fees associated with unused test booklets;** however, schools must be encouraged to order test materials responsibly. Schools should not order test booklets in excess of enrollment.
5. **go online** at www.collegeboard.com/school/ following the October administration **and complete, then print, the PSAT/NMSQT Remittance Form**
6. are aware that any optional reports/services purchased by the district **have been ordered automatically** by virtue of this agreement so that they should not submit order forms for these reports.
7. are encouraged to purchase their **student data on disk** (if not already included in this agreement) to more easily share item-level performance data with classroom teachers for instructional purposes.

Any additional services, reports, or expectations beyond those stated in this agreement must be negotiated **by September 1, 2004** and be addressed under a separate agreement.

F - Sample Letter to Schools

April 2004

Dear PSAT/NMSQT Coordinator,

Your district has given you a remarkable opportunity by agreeing to pay for your [enter participating grade(s)] students to take the PSAT/NMSQT this October. This initiative is the result of collaboration between the College Board and your district, to involve students in the college-going process. Younger students in particular benefit from exposure to a comprehensive assessment tool that provides them with personalized feedback on their academic skills via the PSAT/NMSQT Student Score Report while they still have time to improve.

By now, you have received the 2004 PSAT/NMSQT Registration Announcement. Test dates for 2004 are Wednesday, October 13th and Saturday, October 16th. [*if schools must test on Wednesday to ensure greater participation, be sure this letter states that*] Make sure to register online at www.collegeboard.com/school using the access code provided on your Information Card. Once you have access to your school's own PSAT/NMSQT web page, you'll be able to order, update quantities, and track your test material shipment. You'll also be able to receive communications from the PSAT/NMSQT program, use the remittance calculation tool in October, and view online reports.

Your school has a significant role in the implementation of this initiative. At this stage in the PSAT/NMSQT administration cycle, your school should:

- register online as soon as possible in order to receive support materials--the 2004 PSAT/NMSQT *Student Bulletin*, *PSAT/NMSQT: The Parent Perspective*, and the *Plan for College* student flyer--as early as possible. Students should have the opportunity to take the full-length Practice Test included in the *Student Bulletin* and parents need adequate time to become familiar with the PSAT/NMSQT. If you have questions concerning registration, send an email to psat@info.collegeboard.org or call 888-477-PSAT.
- submit SSD (Services for Students with Disabilities) forms by the beginning of September at the latest to ensure that students with disabilities who request accommodations have required SSD eligibility codes; if you have questions concerning SSD, send e-mail to ssd@info.collegeboard.org or call 609-771-7137.
- be aware that the PSAT/NMSQT *Summary of Answers and Skills* report and AP Potential are free to all schools in 2004 and your principal will receive an access code in January/February that will allow your school staff to go online and view these reports.

By early September, you will receive the *Working with the 2004 PSAT/NMSQT*, the publication that will guide you through every step of the PSAT/NMSQT administration, as well as provide you with helpful materials to share with students, parents and teachers.

Your school district and the College Board look forward to the participation of your students in the 2004 PSAT/NMSQT, and thank you for your ongoing commitment to young people.

Sincerely,

District Contact

College Board Contact Information: [Regional Contact] [region] Regional Office Address Address [phone] [fax] [e-mail]
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