

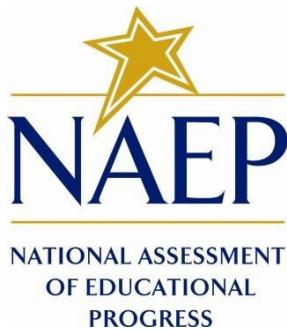
*NATIONAL CENTER FOR EDUCATION STATISTICS  
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS*

*National Assessment of Educational Progress  
(NAEP) 2019 and 2020  
Long-Term Trend (LT<sub>T</sub>) 2020 Update*

*Appendix H2*

*Long Term Trend (LT<sub>T</sub>) 2020 Instructions for Entering  
Student Information*

*OMB# 1850-0928 v.15*



March 2019

The text provided in this document reflects the final text for the 2020 LTT E-filing in the MyNAEP system. The screenshots provided reflect the 2019 E-filing in the MyNAEP system – the final screenshots for LTT 2020 E-filing will be provided as a non-substantive change request by August 2019.

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**Information on Log-in Screen:****Paperwork Burden Statement, OMB Information**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0928. The time required to complete this information collection is estimated to be average 120 minutes, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission of form, please write to: National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12<sup>th</sup> St., SW, 4th floor, Washington, DC 20202.

**Authorization and Confidentiality Assurance**

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about students. Electronic submission of student information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

## **Appendix H2-1: Age 9 students**



## NAEP 2020 LTT Age 9

### INSTRUCTIONS FOR PREPARING AND SUBMITTING

### AN ELECTRONIC FILE OF STUDENTS

### (One Column Race/Ethnicity)

NAEP needs a complete list of students in the selected age group(s) at your school in order to draw a random sample of students to participate in the assessment. Your student data electronic file (E-File) must be submitted as a Microsoft Excel file.

**We recommend that you create your student file using the NAEP E-File Excel Template**, which is available on the MyNAEP website's "Submit Student List" page. If necessary, you may alternatively provide an Excel file with the same column headers and data in a different order. If you cannot submit your student data in an Excel file, call the NAEP Help Desk at **1-800-283-6237**.

#### **Step 1 — The E-Filing Template**

Download and review the E-Filing Template. Note the column headers (fields) that must be included in your student list. If you do not have data for a particular field, you may leave the column blank.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
State Unique Student ID	Student First Name	Student Middle Name	Student Last Name	Grade	Homeroom or Other Locator	Month of Birth	Year of Birth	Sex	Student with a Disability	English Language Learner	Race/Ethnicity	School Lunch	On-Break Indicator	Student ZIP code

#### **Step 2 — Compile Data for the Template**

Prepare and submit a separate Excel file of all students in your school with birthdates between **01/01/2010** and **12/31/2010**. Students may be in any grade however we expect most of the students to be in the following grades: **2, 3, 4, and 5**.

- Include in the file **all students in the age group**, even those students who typically may be excluded from other testing programs, such as students with IEPs (SD) and English language learners (ELL). Make sure there are no duplicate students in your file.
- Also include students in the sampled age group who were displaced from other locations due to hurricanes and other disasters.
- If this is a year-round school,<sup>1</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group who are enrolled. The NAEP E-File Excel Template contains an "On Break" column you will use to identify those students who will be on break/on vacation by filling in "Yes." (If you are not using the template, be sure to create and provide data for an "On Break" column in your file.)

Your Excel file must contain the following data:

Excel Header/Field Name	NAEP Values	Comments
State unique Student ID	N/A	If available; do not use the student's Social Security number
Student First Name	N/A	Text, must be in its own column
Student Middle Name	N/A	Text—Middle Name is optional, but the column must be included in the Excel file

<sup>1</sup> In year-round schools, students attend classes throughout the 12 calendar months, unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.

Excel Header/Field Name	NAEP Values	Comments
Student Last Name	N/A	Text, must be in its own column
Grade in School	Any	Use current year data
Homeroom or other Locator	N/A	If available, locator information is helpful in finding students and notifying them of the assessment
Month of Birth	M or MM (numeric format)	Numeric format; must be in its own column
Year of Birth	YYYY (numeric format)  The expected ranges for Year of Birth are listed: 2010	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Race/Ethnicity – one column	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>▪ <b>Hispanic, of any race:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>▪ <b>White, not Hispanic:</b> A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East</li> <li>▪ <b>Black or African American, not Hispanic:</b> A person having origins in any of the Black peoples of Africa</li> <li>▪ <b>Asian, not Hispanic:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>▪ <b>American Indian or Alaska Native, not Hispanic:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>▪ <b>Native Hawaiian or Pacific Islander, not Hispanic:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>▪ <b>Two or More Races, not Hispanic:</b> A person who identifies with two or more of the non-Hispanic categories above</li> <li>▪ <b>School does not collect this information:</b> Available to nonpublic schools only. When used, this code must be applied to all students.</li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
National School Lunch Program (NSLP)	<p>School defined codes for:</p> <ul style="list-style-type: none"> <li>▪ <b>Student not eligible to participate:</b> Student is not eligible for free or reduced-price lunch.</li> <li>▪ <b>Free lunch:</b> Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch."<sup>2</sup></li> <li>▪ <b>Reduced-price lunch:</b> Student is eligible for reduced-price lunch.</li> <li>▪ <b>School not participating:</b> School does not participate in the NSLP. When used, this code must be applied to all students.</li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul> <p><b>SPECIAL INSTRUCTIONS FOR CEP SCHOOLS:</b> If your school participates in the Community Eligibility Provision (CEP), note that for NAEP, only students who are economically disadvantaged students can be classified as eligible for free or reduced-price lunch.</p>	Use <b>ONE</b> code per student, text or numeric

<sup>2</sup> If it is not possible to distinguish between "free" and "reduced-price" for some students, code these students as eligible for free lunch.

Excel Header/Field Name	NAEP Values	Comments																				
	<p>----- CEP Direct Only</p> <p>In CEP schools in our state, economically disadvantaged students are those who are directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF).</p> <p>Please code your students as follows</p> <table border="1"> <tr> <td>Is the student economically disadvantaged?</td><td>How should student be coded on NAEP?</td></tr> <tr> <td>1. Yes</td><td>1. Eligible for free or reduced price lunch</td></tr> <tr> <td>2. No</td><td>2. Student not eligible</td></tr> <tr> <td>3. Information missing</td><td>3. Information unavailable</td></tr> </table> <p>----- CEP Direct Certification Plus</p> <p>In CEP schools in our state, economically disadvantaged students are identified in two ways: a) directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF); b) through a household income survey.</p> <p>Please code your students as follows:</p> <table border="1"> <tr> <td>Is the student economically disadvantaged?</td><td>How should student be coded on NAEP?</td></tr> <tr> <td>1. Yes</td><td>1. Eligible for free or reduced price lunch</td></tr> <tr> <td>2. No</td><td>2. Student not eligible</td></tr> <tr> <td>3. Information missing</td><td>3. Information unavailable</td></tr> </table> <p>----- CEP All</p> <p>In our state, all students in CEP schools are considered economically disadvantaged.</p> <p>Please code your students as follows:</p> <table border="1"> <tr> <td>Is the student economically disadvantaged?</td><td>How should student be coded on NAEP?</td></tr> <tr> <td>1. Yes</td><td>1. Eligible for free lunch</td></tr> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free lunch	
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Is the student economically disadvantaged?	How should student be coded on NAEP?																					
1. Yes	1. Eligible for free lunch																					
Students with Disabilities (SD)	<p>School defined codes for:</p> <ul style="list-style-type: none"> <li>▪ <b>Yes, IEP:</b> Student has a formal Individualized Education Plan (IEP), the student's IEP is in progress, or the student has an equivalent classification for private schools. If some students have both an IEP and a 504 Plan, code these students as "Yes, IEP."</li> <li>▪ <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD."</li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric																				
English Language Learner (ELL)	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>▪ <b>Yes, ELL</b></li> <li>▪ <b>No, Not ELL</b></li> <li>▪ <b>No, Formerly ELL</b> : If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as "No, formerly ELL." Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric																				
On-Break Indicator	School-defined code	Only for year-round schools; column can be left off if school is not year-round																				
Student ZIP Code	Numeric only	If available; format can be 5 digits or 5 plus 4																				

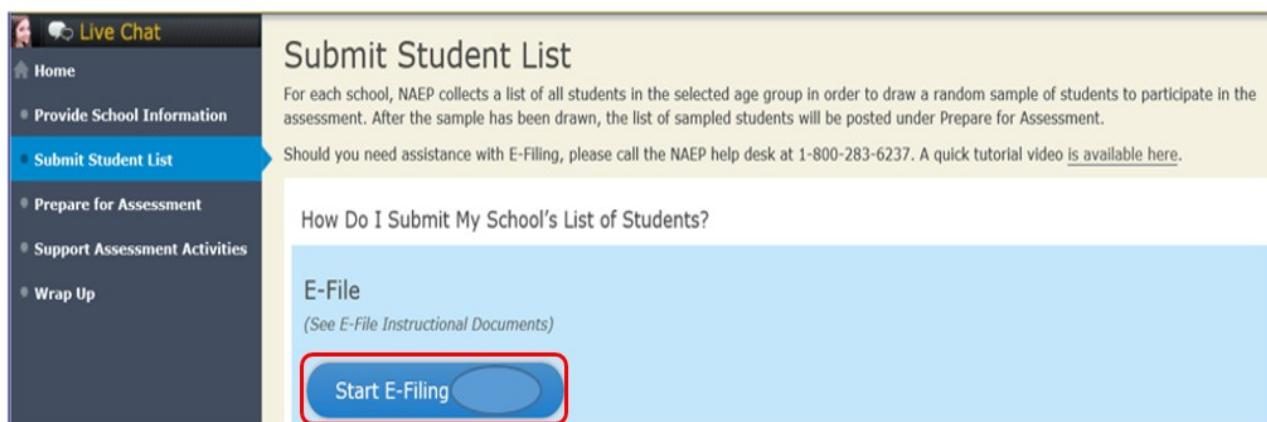
## Tips for ensuring the E-File process goes smoothly:

- The NAEP E-File template should be used if possible. **Please use it as is.** Do not change the column headers. Student information must begin on the second row. There should be no empty rows between the headings and the student data or within the student data, and no headings within the data.
- If you are not able to use the NAEP E-File Excel Template (for example, because of the way your data system works), the columns in your Excel E-File should have the same, or similar, names but do not have to be in any particular order. You will be able to identify the contents of each column after you have submitted your file. (For example, you will be able to indicate that your column labeled "Gender" is what provides the NAEP "Sex" information, and your value of "1" is "Male" and a "2" is "Female," or whatever the correct interpretation.)
- Be sure to give your file a unique, descriptive name. Select "File," then "Save As," and give it a name such as "Your School Name Age 9.xls." Should you need to reference your file again, this will help you locate it after E-Filing.
- The first row of data in your file will be read as the column header unless you indicate otherwise on the E-Filing "Welcome" page. Each succeeding row will be considered a student record.
- If you merge or cut and paste data from another Excel file into the template, review the file afterward to be sure there are properly aligned student data in every row and there are no column headers or blank rows in the middle of the data.
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.
- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

## Step 3 – E-File

Once your file is prepared and checked for accuracy and completeness, log into the MyNAEP website and select "Submit Student List" from the left-hand menu.

- Select the "Start E-Filing" button



- You will see a checklist come up on the screen; review it carefully to be sure your file is set up correctly and is ready to be submitted. Then select "Continue."

- Ensure that your student data file contains one column for each of the variables detailed in the **NAEP** **Instructions for Preparing an Electronic File of Students**.
  - State Unique Student ID (do not use the student's Social Security number)
  - Student first name
  - Student last name
  - Grade in school (PK-12)
  - Homeroom or other locator information
  - Month of birth (in M or MM number format, not spelled out as in "July") .
  - Year of birth (in YYYY format).
  - Sex
  - SD Indicator - to identify Students with a Disability, defined as a student with an Individualized Education Plan (IEP) for reasons other than being gifted and talented
  - ELL Indicator - to identify English language learners, as defined by your school
  - Race/Ethnicity - use **ONE** column per student
  - National School Lunch Program eligibility indicator
  - On-break indicator
    - If you are submitting an E-File for a **year-round school**: this indicator identifies students who will be on-break/on vacation on your school's assessment date. (Please see your MyNAEP home page for assessment date).
    - If you are submitting an E-File for a **non year-round school**: do not provide values for this variable
  - Student Zip Code - include the student zip code, if available
- \* If the data for this variable are not available at the time of e-Filing, you must still include the empty column in the template.

Print

Continue

Exit

- Enter the required fields and then browse for the name of your file and select "Upload."

Submit Student List

### E-File Step 1: Upload Your File

Exit

Welcome, State.

The Four Basic Steps to E-Filing:

1. **Upload** – Submit your list to the E-Filing automated system.
2. **Identify Columns** - Matching the column headings in your list to those in a standard list provided by the system.
3. **Identify Format/Codes** - Matching the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP.
4. **Verify** that this matching of codes has been done accurately by reviewing a summary of the data you have matched.

Before uploading a copy of your Excel student data file, please provide us with the following information: [Why we need this](#).

- Date list is accurate as of:  (mm/dd/yyyy) **Date the list was created; not necessarily today's date**
- Does your student data file contain column headers:  **Row 1 of your Excel file contains column names**

To upload your student data file, you will need to locate the file on your computer.

1. Click on the "**Browse...**" button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (\*.\*)".
2. Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below.
3. Click on the **Upload** button and proceed.

**Select the file name  
from your computer**

File Name:

Uploading of your data file could take a few minutes. Please be patient. If you lose your Internet connection after uploading your file, you can log back on to the MyNAEP site and return to E-Filing. You will be sent directly to the last screen you were working on, allowing you to complete the E-Filing procedure.

### Step 4 – Map Your Columns and Rows to NAEP Values

The field names used by your database system may not have the same names as the NAEP values. You will need to match the names of your columns to the names of the NAEP columns and then match row values to NAEP values.

## Submit Student List

### E-File Step 2: Identify Your Column Contents

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We need to know what information is in each column of your student data file. Click on the down arrow next to the words in the table that read "Column Contains ...". If there is no appropriate description in the drop-down list, please select N/A. It is important for us to have as much information about each student as possible. However, the essential information that must be reflected in the columns on the student list is: grade, student first name, student last name, month of birth, year of birth, sex, student with a disability (SD) indicator, and English Language Learner (ELL) indicator. If you are E-Filing for a year-round multi-track school, include a column for on-break indicator.

**Note:** Click on the links below in the "Column Heading Is" to view the student data contained in that column. If you wish to correct or change your selections for column content descriptions, click the 'Clear' button. Clicking the "Clear" button will delete all of the selections you have made in each of the rows entitled "Columns Contains".

[Click here to see a worksheet view of your student data.](#) If you find you have errors in your data, you will need to exit this program, correct the problem in your Excel file, and upload the file again.

Column Heading Is	Your Column Contains	<a href="#">Clear</a>
GRADE	Grade	<a href="#">Grade</a>
FIRSTNAME	Student Name: First	<a href="#">Student Name: First</a>
MIDDLENAME	Student Name: Middle	<a href="#">Student Name: Middle</a>
LASTNAME	Student Name: Last	<a href="#">Student Name: Last</a>
MOB	Birth Date: Month of Birth	<a href="#">Birth Date: Month of Birth</a>
YOB	<a href="#">Your Column Contains...</a>	<a href="#">State Unique Student ID</a>
SEX	<a href="#">Student Name: First</a>	<a href="#">Student Name: Middle</a>
SD	<a href="#">Student Name: Middle</a>	<a href="#">Student Name: Last</a>
ELL	<a href="#">Student Name: Last</a>	<a href="#">Grade</a>
RACE	<a href="#">Grade</a>	<a href="#">Homeroom or Other Locator</a>
SCHOOLLUNCH	<a href="#">Homeroom or Other Locator</a>	<a href="#">Birth Date: Month of Birth</a>
	<a href="#">Birth Date: Year of Birth</a>	<a href="#">Birth Date: Year of Birth</a>
	<a href="#">Sex</a>	<a href="#">Sex</a>
	<a href="#">Student with a Disability</a>	<a href="#">Student with a Disability</a>
	<a href="#">English Language Learner</a>	<a href="#">English Language Learner</a>
	<a href="#">Race/Ethnicity</a>	<a href="#">Race/Ethnicity</a>
	<a href="#">School Lunch</a>	<a href="#">School Lunch</a>
	<a href="#">Zip Code</a>	<a href="#">Zip Code</a>
	<a href="#">N/A</a>	<a href="#">N/A</a>

When you have identified all of the columns on your list, click the "Next" button to proceed. The following screens will be determined by the order of the columns in your Excel file.

**Enter the column name in your file that matches each NAEP field name**

Shown on the next page is an example of row mapping. You need to match the values in each of your columns to the NAEP codes (in drop-down). Once you map a value, select "Next" to move to the next value.

## Submit Student List

### E-File Step 3-1: Match Your Values to NAEP codes

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For each of your values below, click on the down arrow next to "Select Code" and click on the NAEP code that best matches your value.

To view the student records that have the selected value in the "Grade" column, click on the view icon  below. To view the worksheet containing all of your student data, [click here](#).

If there is an error in your data file, exit E-File, correct the problem in your Excel file, and upload the file again.

[Grade](#)

Your File Contains 1 Value(s)

Grade 4

#	View	Your Values	NAEP Codes	Number	Percentage
1.		4	<a href="#">Select Code...</a> Grade 4	101	100%

When you have identified all of the codes on your list, click the "Next" button to proceed.

[Exit](#)[Back](#)[Next](#)

File Name  
5110073.xls

Uploaded  
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Your student data file must be in Excel format according to the **NAEP 2015 Instructions for Preparing an Electronic File of Students**. If you need to create an Excel file, use the **NAEP 2015 Excel Student List Template**. Both documents may be found on the MyNAEP "Submit Student List" page. You may also contact the NAEP Help Desk at 1-800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com) Monday through Friday between 8 a.m. and 8 p.m. ET.

## Submit Student List

## E-File Step 3-1: Match Your Values to NAEP codes

Exit

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Next

For each of your values below, click on the down arrow next to "Select Code" and click on the NAEP code that best matches your value.

To view the student records that have the selected value in the "Sex" column, click on the view icon  below. To view the worksheet containing all of your student data, [click here](#).

If there is an error in your data file, exit E-File, correct the problem in your Excel file, and upload the file again.

Sex

It is very important that all data be correct. We have provided a way to double check the data. Below are the expected percentages based on information from the Common Core of Data (CCD). The CCD is a program of the U.S. Department of Education's National Center for Education Statistics. It is a comprehensive, annual, national statistical database of information concerning all public elementary and secondary schools. Please confirm your codes and percentages and continue if all are correct.

## Grade 4 expected CCD Percentages: Source 2012-2013 School Year

Male	Female
51.92%	48.08%

Your File Contains 2 Value(s)

## Grade 4

#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code...	53	52.5%
2.		2	N/A Male Female	48	47.5%

When you have identified all of the codes on your list, click the "Next" button to proceed.

Exit

Back

Next

File Name  
5110073.xls

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7/8/2014 3:31:03 PM

When you finish row mapping, the E-Filing process will continue and you will be prompted to verify your data.

**If you need assistance, call the NAEP Help Desk at 1-800-283-6237.**

## **Appendix H2-2: Age 13 students**

## NAEP 2020 LTT Age 13

### INSTRUCTIONS FOR PREPARING AND SUBMITTING

### AN ELECTRONIC FILE OF STUDENTS

### (One Column Race/Ethnicity)

NAEP needs a complete list of students in the selected age group(s) at your school in order to draw a random sample of students to participate in the assessment. Your student data electronic file (E-File) must be submitted as a Microsoft Excel file.

**We recommend that you create your student file using the NAEP E-File Excel Template**, which is available on the MyNAEP website's "Submit Student List" page. If necessary, you may alternatively provide an Excel file with the same column headers and data in a different order. If you cannot submit your student data in an Excel file, call the NAEP Help Desk at **1-800-283-6237**.

#### **Step 1 — The E-Filing Template**

Download and review the E-Filing Template. Note the column headers (fields) that must be included in your student list. If you do not have data for a particular field, you may leave the column blank.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
State Unique Student ID	Student First Name	Student Middle Name	Student Last Name	Grade	Homeroom or Other Locator	Month of Birth	Year of Birth	Sex	Student with a Disability	English Language Learner	Race/Ethnicity	School Lunch	On-Break Indicator	Student ZIP code

#### **Step 2 — Compile Data for the Template**

Prepare and submit a separate Excel file of all students in your school with birthdates between **01/01/2006** and **12/31/2006**. Students may be in any grade however we expect most of the students to be in the following grades: **6, 7, 8, and 9**.

- Include in the file **all students in the age group**, even those students who typically may be excluded from other testing programs, such as students with IEPs (SD) and English language learners (ELL). Make sure there are no duplicate students in your file.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.
- If this is a year-round school,<sup>3</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the age group. The NAEP E-File Excel Template contains an "On Break" column you will use to identify those students who will be on break/on vacation by filling in "Yes." (If you are not using the template, be sure to create and provide data for an "On Break" column in your file.)

Your Excel file must contain the following data:

Excel Header/Field Name	NAEP Values	Comments
State unique Student ID	N/A	If available; do not use the student's Social Security number
Student First Name	N/A	Text, must be in its own column
Student Middle Name	N/A	Text—Middle Name is optional, but the column must be included in the Excel file

<sup>3</sup> In year-round schools, students attend classes throughout the 12 calendar months, unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.

Excel Header/Field Name	NAEP Values	Comments
Student Last Name	N/A	Text, must be in its own column
Grade in School	Any	Use current year data
Homeroom or other Locator	N/A	If available, locator information is helpful in finding students and notifying them of the assessment
Month of Birth	M or MM (numeric format)	Numeric format; must be in its own column
Year of Birth	YYYY (numeric format)  The expected ranges for Year of Birth are listed: 2006	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Race/Ethnicity – one column	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>▪ <b>Hispanic, of any race:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>▪ <b>White, not Hispanic:</b> A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East</li> <li>▪ <b>Black or African American, not Hispanic:</b> A person having origins in any of the Black peoples of Africa</li> <li>▪ <b>Asian, not Hispanic:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>▪ <b>American Indian or Alaska Native, not Hispanic:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>▪ <b>Native Hawaiian or Pacific Islander, not Hispanic:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>▪ <b>Two or More Races, not Hispanic:</b> A person who identifies with two or more of the non-Hispanic categories above</li> <li>▪ <b>School does not collect this information:</b> Available to nonpublic schools only. When used, this code must be applied to all students.</li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
National School Lunch Program (NSLP)	<p>School defined codes for:</p> <ul style="list-style-type: none"> <li>▪ <b>Student not eligible to participate:</b> Student is not eligible for free or reduced-price lunch.</li> <li>▪ <b>Free lunch:</b> Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch."<sup>4</sup></li> <li>▪ <b>Reduced-price lunch:</b> Student is eligible for reduced-price lunch.</li> <li>▪ <b>School not participating:</b> School does not participate in the NSLP. When used, this code must be applied to all students.</li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric

<sup>4</sup> If it is not possible to distinguish between "free" and "reduced-price" for some students, code these students as eligible for free lunch.

Excel Header/Field Name	NAEP Values	Comments																				
	<p><b>SPECIAL INSTRUCTIONS FOR CEP SCHOOLS:</b> If your school participates in the Community Eligibility Provision (CEP), note that for NAEP, only students who are economically disadvantaged students can be classified as eligible for free or reduced-price lunch.</p> <p>-----CEP Direct Only</p> <p>In CEP schools in our state, economically disadvantaged students are those who are directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF).</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="332 523 1241 663"> <tr> <td data-bbox="332 523 801 555">Is the student economically disadvantaged?</td><td data-bbox="801 523 1241 555">How should student be coded on NAEP?</td></tr> <tr> <td data-bbox="332 555 801 587">1. Yes</td><td data-bbox="801 555 1241 587">1. Eligible for free or reduced price lunch</td></tr> <tr> <td data-bbox="332 587 801 618">2. No</td><td data-bbox="801 587 1241 618">2. Student not eligible</td></tr> <tr> <td data-bbox="332 618 801 650">3. Information missing</td><td data-bbox="801 618 1241 650">3. Information unavailable</td></tr> </table> <p>-----CEP Direct Certification Plus</p> <p>In CEP schools in our state, economically disadvantaged students are identified in two ways: a) directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF); b) through a household income survey.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="332 853 1241 992"> <tr> <td data-bbox="332 853 801 884">Is the student economically disadvantaged?</td><td data-bbox="801 853 1241 884">How should student be coded on NAEP?</td></tr> <tr> <td data-bbox="332 884 801 916">1. Yes</td><td data-bbox="801 884 1241 916">1. Eligible for free or reduced price lunch</td></tr> <tr> <td data-bbox="332 916 801 948">2. No</td><td data-bbox="801 916 1241 948">2. Student not eligible</td></tr> <tr> <td data-bbox="332 948 801 979">3. Information missing</td><td data-bbox="801 948 1241 979">3. Information unavailable</td></tr> </table> <p>-----CEP All</p> <p>In our state, all students in CEP schools are considered economically disadvantaged.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="332 1127 1241 1199"> <tr> <td data-bbox="332 1127 801 1159">Is the student economically disadvantaged?</td><td data-bbox="801 1127 1241 1159">How should student be coded on NAEP?</td></tr> <tr> <td data-bbox="332 1159 801 1191">1. Yes</td><td data-bbox="801 1159 1241 1191">1. Eligible for free lunch</td></tr> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free lunch	
Is the student economically disadvantaged?	How should student be coded on NAEP?																					
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3. Information missing	3. Information unavailable																					
Is the student economically disadvantaged?	How should student be coded on NAEP?																					
1. Yes	1. Eligible for free lunch																					
Students with Disabilities (SD)	<p>School defined codes for:</p> <ul style="list-style-type: none"> <li><b>Yes, IEP:</b> Student has a formal Individualized Education Plan (IEP), the student's IEP is in progress, or the student has an equivalent classification for private schools. If some students have both an IEP and a 504 Plan, code these students as "Yes, IEP."</li> <li><b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD."</li> <li><b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric																				
English Language Learner (ELL)	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li><b>Yes, ELL</b></li> <li><b>No, Not ELL</b></li> <li><b>No, Formerly ELL:</b> If a student has achieved full English proficiency within the previous 2 years and the state includes formerly ELL students in its accountability reports, the student should be coded as "No, formerly ELL." Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li><b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric																				
On-Break Indicator	School-defined code	Only for year-round schools; column can be left off if school is not year-round																				

Excel Header/Field Name	NAEP Values	Comments
Student ZIP Code	Numeric only	If available; format can be 5 digits or 5 plus 4

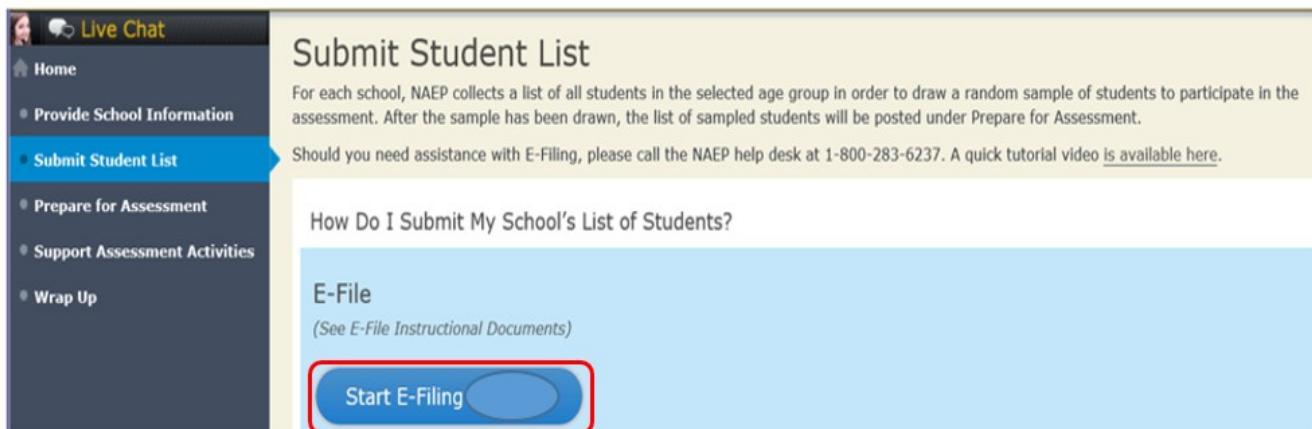
### Tips for ensuring the E-File process goes smoothly:

- The NAEP E-File template should be used if possible. **Please use it as is.** Do not change the column headers. Student information must begin on the second row. There should be no empty rows between the headings and the student data or within the student data, and no headings within the data.
- If you are not able to use the NAEP E-File Excel Template (for example, because of the way your data system works), the columns in your Excel E-File should have the same, or similar, names but do not have to be in any particular order. You will be able to identify the contents of each column after you have submitted your file. (For example, you will be able to indicate that your column labeled “Gender” is what provides the NAEP “Sex” information, and your value of “1” is “Male” and a “2” is “Female,” or whatever the correct interpretation.)
- Be sure to give your file a unique, descriptive name. Select “File,” then “Save As,” and give it a name such as “Your School Name Age 13.xls.” Should you need to reference your file again, this will help you locate it after E-Filing.
- The first row of data in your file will be read as the column header unless you indicate otherwise on the E-Filing “Welcome” page. Each succeeding row will be considered a student record.
- If you merge or cut and paste data from another Excel file into the template, review the file afterward to be sure there are properly aligned student data in every row and there are no column headers or blank rows in the middle of the data.
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.
- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

### Step 3 – E-File

Once your file is prepared and checked for accuracy and completeness, log into the MyNAEP website and select “Submit Student List” from the left-hand menu.

- Select the “Start E-Filing” button.



Live Chat

- Home
- Provide School Information
- Submit Student List
- Prepare for Assessment
- Support Assessment Activities
- Wrap Up

Submit Student List

For each school, NAEP collects a list of all students in the selected age group in order to draw a random sample of students to participate in the assessment. After the sample has been drawn, the list of sampled students will be posted under Prepare for Assessment.

Should you need assistance with E-Filing, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video is available [here](#).

How Do I Submit My School's List of Students?

E-File  
(See E-File Instructional Documents)

**Start E-Filing**

- You will see a checklist come up on the screen; review it carefully to be sure your file is set up correctly and is ready to be submitted. Then select “Continue.”

• Ensure that your student data file contains one column for each of the variables detailed in the **NAEP Instructions for Preparing an Electronic File of Students**.

- State Unique Student ID (do not use the student's Social Security number)
- Student first name
- Student last name
- Grade in school (PK-12)
- Homeroom or other locator information
- Month of birth (in M or MM number format, not spelled out as in "July") .
- Year of birth (in YYYY format).
- Sex
- SD indicator - to identify Students with a Disability, defined as a student with an Individualized Education Plan (IEP) for reasons other than being gifted and talented
- ELL indicator - to identify English language learners, as defined by your school
- Race/Ethnicity - use **ONE** column per student
- National School Lunch Program eligibility indicator
- On-break indicator
  - If you are submitting an E-File for a *year-round school*: this indicator identifies students who will be on-break/on vacation on your school's assessment date. (Please see your MyNAEP home page for assessment date).
  - If you are submitting an E-File for a *non year-round school*: do not provide values for this variable
- Student Zip Code - include the student zip code, if available

\* If the data for this variable are not available at the time of e-Filing, you must still include the empty column in the template.

**Print** **Continue** **Exit**

- Enter the required fields and then browse for the name of your file and select “Upload.”

**Submit Student List**

**E-File Step 1: Upload Your File**

**Exit**

► Welcome, **State**.

The Four Basic Steps to E-Filing:

- Upload** – Submit your list to the E-Filing automated system.
- Identify Columns** - Matching the column headings in your list to those in a standard list provided by the system.
- Identify Format/Codes** - Matching the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP.
- Verify** that this matching of codes has been done accurately by reviewing a summary of the data you have matched.

Before uploading a copy of your Excel student data file, please provide us with the following information: [Why we need this](#).

- Date list is accurate as of:  **Date the list was created; not necessarily today's date**
- Does your student data file contain column headers:  **Row 1 of your Excel file contains column names**

To upload your student data file, you will need to locate the file on your computer.

- Click on the "Browse..." button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (\*.\*)".
- Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below.
- Click on the **Upload** button and proceed.

**Select the file name from your computer**

File Name:  **Upload**

Uploading of your data file could take a few minutes. Please be patient. If you lose your Internet connection after uploading your file, you can log back on to the MyNAEP site and return to E-Filing. You will be sent directly to the last screen you were working on, allowing you to complete the E-Filing procedure.

## **Step 4 – Map Your Columns and Rows to NAEP Values**

The field names used by your database system may not have the same names as the NAEP values. You will need to match the names of your columns to the names of the NAEP columns and then match row values to NAEP values.

## Submit Student List

### E-File Step 2: Identify Your Column Contents

[Exit](#)[Back](#)[Next](#)

► We need to know what information is in each column of your student data file. Click on the down arrow next to the words in the table that read "Column Contains ...". If there is no appropriate description in the drop-down list, please select N/A. It is important for us to have as much information about each student as possible. However, the essential information that must be reflected in the columns on the student list is: grade, student first name, student last name, month of birth, year of birth, sex, student with a disability (SD) indicator, and English Language Learner (ELL) indicator. If you are E-Filing for a year-round multi-track school, include a column for on-break indicator.

**Note:** Click on the links below in the "Column Heading Is" to view the student data contained in that column. If you wish to correct or change your selections for column content descriptions, click the 'Clear' button. Clicking the "Clear" button will delete all of the selections you have made in each of the rows entitled "Columns Contains".

[Click here to see a worksheet view of your student data.](#) If you find you have errors in your data, you will need to exit this program, correct the problem in your Excel file, and upload the file again.

Column Heading Is	Your Column Contains	Clear
GRADE	Grade	<a href="#">Grade</a>
FIRSTNAME	Student Name: First	<a href="#">Student Name: First</a>
MIDDLENAME	Student Name: Middle	<a href="#">Student Name: Middle</a>
LASTNAME	Student Name: Last	<a href="#">Student Name: Last</a>
MOB	Birth Date: Month of Birth	<a href="#">Birth Date: Month of Birth</a>
YOB	Your Column Contains...	<a href="#">Your Column Contains...</a>
SEX	State Unique Student ID	<a href="#">State Unique Student ID</a>
SD	Student Name: First	<a href="#">Student Name: First</a>
ELL	Student Name: Middle	<a href="#">Student Name: Middle</a>
RACE	Student Name: Last	<a href="#">Student Name: Last</a>
SCHOOLLUNCH	Grade	<a href="#">Grade</a>
	Homeroom or Other Locator	<a href="#">Homeroom or Other Locator</a>
	Birth Date: Month of Birth	<a href="#">Birth Date: Month of Birth</a>
	Birth Date: Year of Birth	<a href="#">Birth Date: Year of Birth</a>
	Sex	<a href="#">Sex</a>
	Student with a Disability	<a href="#">Student with a Disability</a>
	English Language Learner	<a href="#">English Language Learner</a>
	Race/Ethnicity	<a href="#">Race/Ethnicity</a>
	School Lunch	<a href="#">School Lunch</a>
	Zip Code	<a href="#">Zip Code</a>
	N/A	<a href="#">N/A</a>

When you have identified all of the columns on your list, click the "Next" button to proceed. The "Next" button will be determined by the order of the columns in your Excel file.

**Enter the column name in your file that matches each NAEP field name**

Shown on the next page are two examples of row mapping. You need to match the values in each of your columns to the NAEP codes (in drop-down). Once you map a value, select "Next" to move to the next value.

## Submit Student List

### E-File Step 3-1: Match Your Values to NAEP codes

[Exit](#)[Back](#)[Next](#)

► For each of your values below, click on the down arrow next to "Select Code" and click on the NAEP code that best matches your value.

To view the student records that have the selected value in the "Grade" column, click on the view icon  below. To view the worksheet containing all of your student data, [click here](#).

**If there is an error in your data file, exit E-File, correct the problem in your Excel file, and upload the file again.**

Grade

Your File Contains 1 Value(s)

#	View	Your Values	NAEP Codes	Number	Percentage
1.		4	Select Code... Grade 4	101	100%

When you have identified all of the codes on your list, click the "Next" button to proceed.

[Exit](#)[Back](#)[Next](#)

File Name	Uploaded
5110073.xls	7/8/2014 3:31:03 PM

Your student data file must be in Excel format according to the **NAEP 2015 Instructions for Preparing an Electronic File of Students**. If you need to create an Excel file, use the **NAEP 2015 Excel Student List Template**. Both documents may be found on the MyNAEP "Submit Student List" page. You may also contact the NAEP Help Desk at 1-800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com) Monday through Friday between 8 a.m. and 8 p.m. ET.

Submit Student List

## E-File Step 3-1: Match Your Values to NAEP codes

Exit

Back

Next

For each of your values below, click on the down arrow next to "Select Code" and click on the NAEP code that best matches your value.

To view the student records that have the selected value in the "Sex" column, click on the view icon  below. To view the worksheet containing all of your student data, [click here](#).

If there is an error in your data file, exit E-File, correct the problem in your Excel file, and upload the file again.

Sex

It is very important that all data be correct. We have provided a way to double check the data. Below are the expected percentages based on information from the Common Core of Data (CCD). The CCD is a program of the U.S. Department of Education's National Center for Education Statistics. It is a comprehensive, annual, national statistical database of information concerning all public elementary and secondary schools. Please confirm your codes and percentages and continue if all are correct.

Grade 4 expected CCD Percentages: Source 2012-2013 School Year				
Male		Female		
	51.92%		48.08%	

Your File Contains 2 Value(s)

Grade 4				
#	View	Your Values	NAEP Codes	Number
1.		1	Select Code...	53
2.		2	N/A Male Female	48

When you have identified all of the codes on your list, click the "Next" button to proceed.

Exit    Back    Next

File Name	Uploaded
5110073.xls	7/8/2014 3:31:03 PM

When you finish row mapping, the E-Filing process will continue and you will be prompted to verify your data.

**If you need assistance, call the NAEP Help Desk at 1-800-283-6237.**

## **Appendix H2-3: Age 17 students**

**NAEP 2020 LTT Age17**  
**INSTRUCTIONS FOR PREPARING AND SUBMITTING**  
**AN ELECTRONIC FILE OF STUDENTS**  
**(One Column Race/Ethnicity)**

NAEP needs a complete list of students in the selected age group(s) at your school in order to draw a random sample of students to participate in the assessment. Your student data electronic file (E-File) must be submitted as a Microsoft Excel file.

**We recommend that you create your student file using the NAEP E-File Excel Template**, which is available on the MyNAEP website's "Submit Student List" page. If necessary, you may alternatively provide an Excel file with the same column headers and data in a different order. If you cannot submit your student data in an Excel file, call the NAEP Help Desk at **1-800-283-6237**.

### **Step 1 — The E-Filing Template**

Download and review the E-Filing Template. Note the column headers (fields) that must be included in your student list. If you do not have data for a particular field, you may leave the column blank.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
State Unique Student ID	Student First Name	Student Middle Name	Student Last Name	Grade	Homeroom or Other Locator	Month of Birth	Year of Birth	Sex	Student with a Disability	English Language Learner	Race/Ethnicity	School Lunch	On-Break Indicator	Student ZIP code

### **Step 2 — Compile Data for the Template**

Prepare and submit a separate Excel file of all students in your school with birthdates between **10/01/2002** and **9/30/2003**. Students may be in any grade however we expect most of the students to be in the following grades: **9, 10, 11** and **12**.

- Include in the file **all students in the age group**, even those students who typically may be excluded from other testing programs, such as students with IEPs (SD) and English language learners (ELL). Make sure there are no duplicate students in your file.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.
- If this is a year-round school,<sup>5</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the age group. The NAEP E-File Excel Template contains an "On Break" column you will use to identify those students who will be on break/on vacation by filling in "Yes." (If you are not using the template, be sure to create and provide data for an "On Break" column in your file.)

Your Excel file must contain the following data:

Excel Header/Field Name	NAEP Values	Comments
State unique Student ID	N/A	If available; do not use the student's Social Security number
Student First Name	N/A	Text, must be in its own column
Student Middle Name	N/A	Text--Middle Name is optional, but the column must be included in the Excel file
Student Last	N/A	Text, must be in its own

<sup>5</sup> In year-round schools, students attend classes throughout the 12 calendar months, unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.

Excel Header/Field Name	NAEP Values	Comments
Name		column
Grade in School	Any	Use current year data
Homeroom or other Locator	N/A	If available, locator information is helpful in finding students and notifying them of the assessment
Month of Birth	M or MM (numeric format)	Numeric format; must be in its own column
Year of Birth	YYYY (numeric format)  The expected ranges for Year of Birth are listed: 2002-2003	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Race/Ethnicity – one column	School-defined codes for:  <ul style="list-style-type: none"> <li>▪ <b>Hispanic, of any race:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>▪ <b>White, not Hispanic:</b> A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East</li> <li>▪ <b>Black or African American, not Hispanic:</b> A person having origins in any of the Black peoples of Africa</li> <li>▪ <b>Asian, not Hispanic:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>▪ <b>American Indian or Alaska Native, not Hispanic:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>▪ <b>Native Hawaiian or Pacific Islander, not Hispanic:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>▪ <b>Two or More Races, not Hispanic:</b> A person who identifies with two or more of the non-Hispanic categories above</li> <li>▪ <b>School does not collect this information:</b> Available to nonpublic schools only. When used, this code must be applied to all students.</li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
National School Lunch Program (NSLP)	School defined codes for:  <ul style="list-style-type: none"> <li>▪ <b>Student not eligible to participate:</b> Student is not eligible for free or reduced-price lunch.</li> <li>▪ <b>Free lunch:</b> Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch."<sup>6</sup></li> <li>▪ <b>Reduced-price lunch:</b> Student is eligible for reduced-price lunch.</li> <li>▪ <b>School not participating:</b> School does not participate in the NSLP. When used, this code must be applied to all students.</li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul> <p><b>SPECIAL INSTRUCTIONS FOR CEP SCHOOLS:</b> If your school participates in the Community Eligibility Provision (CEP), note that for NAEP, only students who are economically disadvantaged students can be classified as eligible for free or reduced-price lunch.</p> <p>-----CEP Direct Only</p>	Use <b>ONE</b> code per student, text or numeric

<sup>6</sup> If it is not possible to distinguish between "free" and "reduced-price" for some students, code these students as eligible for free lunch.

Excel Header/Field Name	NAEP Values	Comments																				
	<p>In CEP schools in our state, economically disadvantaged students are those who are directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF).</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="339 354 1241 470"> <tr> <td data-bbox="339 354 801 386">Is the student economically disadvantaged?</td><td data-bbox="801 354 1241 386">How should student be coded on NAEP?</td></tr> <tr> <td data-bbox="339 386 801 418">1. Yes</td><td data-bbox="801 386 1241 418">1. Eligible for free or reduced price lunch</td></tr> <tr> <td data-bbox="339 418 801 449">2. No</td><td data-bbox="801 418 1241 449">2. Student not eligible</td></tr> <tr> <td data-bbox="339 449 801 481">3. Information missing</td><td data-bbox="801 449 1241 481">3. Information unavailable</td></tr> </table> <p>-----CEP Direct Certification Plus</p> <p>In CEP schools in our state, economically disadvantaged students are identified in two ways: a) directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF); b) through a household income survey.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="339 639 1241 756"> <tr> <td data-bbox="339 639 801 671">Is the student economically disadvantaged?</td><td data-bbox="801 639 1241 671">How should student be coded on NAEP?</td></tr> <tr> <td data-bbox="339 671 801 703">1. Yes</td><td data-bbox="801 671 1241 703">1. Eligible for free or reduced price lunch</td></tr> <tr> <td data-bbox="339 703 801 734">2. No</td><td data-bbox="801 703 1241 734">2. Student not eligible</td></tr> <tr> <td data-bbox="339 734 801 766">3. Information missing</td><td data-bbox="801 734 1241 766">3. Information unavailable</td></tr> </table> <p>-----</p> <p><b>CEP All</b></p> <p>In our state, all students in CEP schools are considered economically disadvantaged.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="339 872 1241 931"> <tr> <td data-bbox="339 872 801 903">Is the student economically disadvantaged?</td><td data-bbox="801 872 1241 903">How should student be coded on NAEP?</td></tr> <tr> <td data-bbox="339 903 801 931">1. Yes</td><td data-bbox="801 903 1241 931">1. Eligible for free lunch</td></tr> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free lunch	
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Students with Disabilities (SD)	<p>School defined codes for:</p> <ul style="list-style-type: none"> <li>▪ <b>Yes, IEP:</b> Student has a formal Individualized Education Plan (IEP), the student's IEP is in progress, or the student has an equivalent classification for private schools. If some students have both an IEP and a 504 Plan, code these students as "Yes, IEP."</li> <li>▪ <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD."</li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric																				
English Language Learner (ELL)	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>▪ <b>Yes, ELL</b></li> <li>▪ <b>No, Not ELL</b></li> <li>▪ <b>No, Formerly ELL:</b> If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as "No, formerly ELL." Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric																				
On-Break Indicator	School-defined code	Only for year-round schools; column can be left off if school is not year-round																				
Student ZIP Code	Numeric only	If available; format can be 5 digits or 5 plus 4																				

### Tips for ensuring the E-File process goes smoothly:

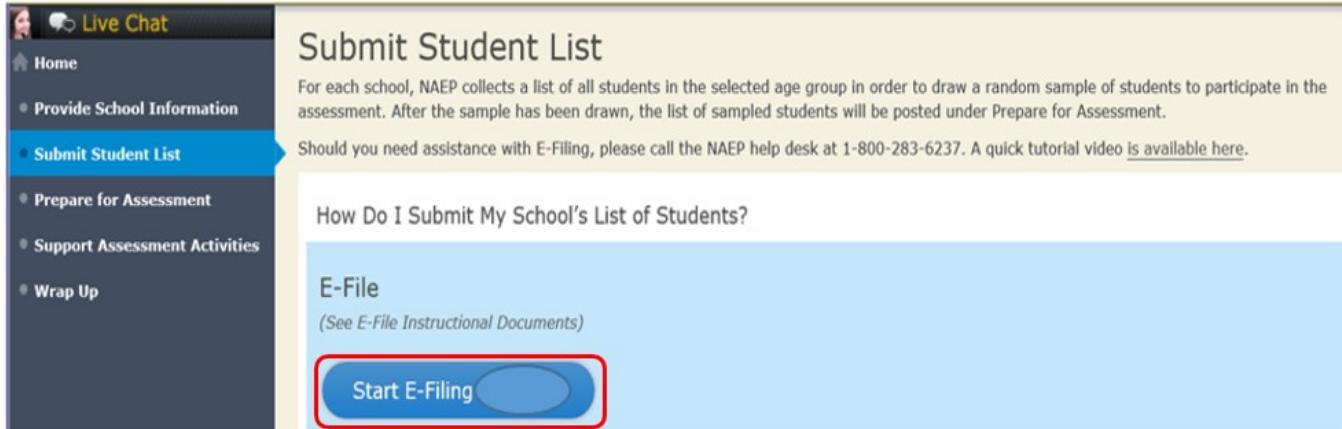
- The NAEP E-File template should be used if possible. **Please use it as is.** Do not change the column headers. Student information must begin on the second row. There should be no empty rows between the headings and the student data or within the student data, and no headings within the data.

- If you are not able to use the NAEP E-File Excel Template (for example, because of the way your data system works), the columns in your Excel E-File should have the same, or similar, names but do not have to be in any particular order. You will be able to identify the contents of each column after you have submitted your file. (For example, you will be able to indicate that your column labeled "Gender" is what provides the NAEP "Sex" information, and your value of "1" is "Male" and a "2" is "Female," or whatever the correct interpretation.)
- Be sure to give your file a unique, descriptive name. Select "File," then "Save As," and give it a name such as "Your School Name Age 17.xls." Should you need to reference your file again, this will help you locate it after E-Filing.
- The first row of data in your file will be read as the column header unless you indicate otherwise on the E-Filing "Welcome" page. Each succeeding row will be considered a student record.
- If you merge or cut and paste data from another Excel file into the template, review the file afterward to be sure there are properly aligned student data in every row and there are no column headers or blank rows in the middle of the data.
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.
- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

### **Step 3 – E-File**

Once your file is prepared and checked for accuracy and completeness, log into the MyNAEP website and select "Submit Student List" from the left-hand menu.

- Select the "Start E-Filing" button.



Live Chat

- Home
- Provide School Information
- Submit Student List**
- Prepare for Assessment
- Support Assessment Activities
- Wrap Up

## Submit Student List

For each school, NAEP collects a list of all students in the selected age group in order to draw a random sample of students to participate in the assessment. After the sample has been drawn, the list of sampled students will be posted under Prepare for Assessment.

Should you need assistance with E-Filing, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video is available [here](#).

How Do I Submit My School's List of Students?

E-File  
(See E-File Instructional Documents)

**Start E-Filing**

- You will see a checklist come up on the screen; review it carefully to be sure your file is set up correctly and is ready to be submitted. Then select "Continue."

- Ensure that your student data file contains one column for each of the variables detailed in the **NAEP** **Instructions for Preparing an Electronic File of Students**.
  - State Unique Student ID (do not use the student's Social Security number)
  - Student first name
  - Student last name
  - Grade in school (PK-12)
  - Homeroom or other locator information
  - Month of birth (in M or MM number format, not spelled out as in "July") .
  - Year of birth (in YYYY format).
  - Sex
  - SD Indicator - to identify Students with a Disability, defined as a student with an Individualized Education Plan (IEP) for reasons other than being gifted and talented
  - ELL Indicator - to identify English language learners, as defined by your school
  - Race/Ethnicity - use **ONE** column per student
  - National School Lunch Program eligibility indicator
  - On-break indicator
    - If you are submitting an E-File for a *year-round school*: this indicator identifies students who will be on-break/on vacation on your school's assessment date. (Please see your MyNAEP home page for assessment date).
    - If you are submitting an E-File for a *non year-round school*: do not provide values for this variable
  - Student Zip Code - include the student zip code, if available
- \* If the data for this variable are not available at the time of e-Filing, you must still include the empty column in the template.

Print

Continue

Exit

- Enter the required fields and then browse for the name of your file and select "Upload."

### Submit Student List

#### E-File Step 1: Upload Your File

Exit

Welcome, **State**.

The Four Basic Steps to E-Filing:

1. **Upload** – Submit your list to the E-Filing automated system.
2. **Identify Columns** - Matching the column headings in your list to those in a standard list provided by the system.
3. **Identify Format/Codes** - Matching the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP.
4. **Verify** that this matching of codes has been done accurately by reviewing a summary of the data you have matched.

Before uploading a copy of your Excel student data file, please provide us with the following information: [Why we need this](#).

- Date list is accurate as of:  (mm/dd/yyyy) **Date the list was created; not necessarily today's date**
- Does your student data file contain column headers:  **Row 1 of your Excel file contains column names**

To upload your student data file, you will need to locate the file on your computer.

1. Click on the "**Browse...**" button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (\*.\*)".
2. Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below.
3. Click on the **Upload** button and proceed.

**Select the file name  
from your computer**

File Name:

Uploading of your data file could take a few minutes. Please be patient. If you lose your Internet connection after uploading your file, you can log back on to the MyNAEP site and return to E-Filing. You will be sent directly to the last screen you were working on, allowing you to complete the E-Filing procedure.

### Step 4 – Map Your Columns and Rows to NAEP Values

The field names used by your database system may not have the same names as the NAEP values. You will need to match the names of your columns to the names of the NAEP columns and then match row values to NAEP values.

## Submit Student List

### E-File Step 2: Identify Your Column Contents

Exit

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Next

We need to know what information is in each column of your student data file. Click on the down arrow next to the words in the table that read "Column Contains ...". If there is no appropriate description in the drop-down list, please select N/A. It is important for us to have as much information about each student as possible. However, the essential information that must be reflected in the columns on the student list is: grade, student first name, student last name, month of birth, year of birth, sex, student with a disability (SD) indicator, and English Language Learner (ELL) indicator. If you are E-Filing for a year-round multi-track school, include a column for on-break indicator.

**Note:** Click on the links below in the "Column Heading Is" to view the student data contained in that column. If you wish to correct or change your selections for column content descriptions, click the 'Clear' button. Clicking the "Clear" button will delete all of the selections you have made in each of the rows entitled "Columns Contains".

[Click here to see a worksheet view of your student data.](#) If you find you have errors in your data, you will need to exit this program, correct the problem in your Excel file, and upload the file again.

Column Heading Is	Your Column Contains	Clear
GRADE	Grade	
FIRSTNAME	Student Name: First	
MIDDLENAME	Student Name: Middle	
LASTNAME	Student Name: Last	
MOB	Birth Date: Month of Birth	
YOB	Your Column Contains...	
SEX	State Unique Student ID	
SD	Student Name: First	
ELL	Student Name: Middle	
RACE	Student Name: Last	
SCHOOLLUNCH	Grade	
	Homeroom or Other Locator	
	Birth Date: Month of Birth	
	Birth Date: Year of Birth	
	Sex	
	Student with a Disability	
	English Language Learner	
	Race/Ethnicity	
	School Lunch	
	Zip Code	
	N/A	

When you have identified all of the columns on your list, click the "Next" button to proceed.

**Enter the column name in your file that matches each NAEP field name**

to NAEP Codes. The following screens will be

Shown on the next page are two examples of row mapping. You need to match the values in each of your columns to the NAEP codes (in drop-down). Once you map a value, select "Next" to move to the next value.

## Submit Student List

### E-File Step 3-1: Match Your Values to NAEP codes

Exit

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Next

For each of your values below, click on the down arrow next to "Select Code" and click on the NAEP code that best matches your value.

To view the student records that have the selected value in the "Grade" column, click on the view icon  below. To view the worksheet containing all of your student data, [click here](#).

**If there is an error in your data file, exit E-File, correct the problem in your Excel file, and upload the file again.**

Grade 4				
#	View	Your Values	NAEP Codes	Number
1.		4	Select Code...	101
When you have identified all of the codes on your list, click the "Next" button to proceed.				

Exit

Back

Next

File Name  
5110073.xls

Uploaded  
7/8/2014 3:31:03 PM

Your student data file must be in Excel format according to the **NAEP 2015 Instructions for Preparing an Electronic File of Students**. If you need to create an Excel file, use the **NAEP 2015 Excel Student List Template**. Both documents may be found on the MyNAEP "Submit Student List" page. You may also contact the NAEP Help Desk at 1-800-283-6237 or [naehelp@westat.com](mailto:naehelp@westat.com) Monday through Friday between 8 a.m. and 8 p.m. ET.

## Submit Student List

## E-File Step 3-1: Match Your Values to NAEP codes

[Exit](#)[Back](#)[Next](#)

For each of your values below, click on the down arrow next to "Select Code" and click on the NAEP code that best matches your value.

To view the student records that have the selected value in the "Sex" column, click on the view icon  below. To view the worksheet containing all of your student data, [click here](#).

If there is an error in your data file, exit E-File, correct the problem in your Excel file, and upload the file again.

Sex

It is very important that all data be correct. We have provided a way to double check the data. Below are the expected percentages based on information from the Common Core of Data (CCD). The CCD is a program of the U.S. Department of Education's National Center for Education Statistics. It is a comprehensive, annual, national statistical database of information concerning all public elementary and secondary schools. Please confirm your codes and percentages and continue if all are correct.

Grade 4 expected CCD Percentages: Source 2012-2013 School Year				
Male	Female	Number	Percentage	Grade 4
51.92%	48.08%			Grade 4

**Your File Contains 2 Value(s)**

#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code...	53	52.5%
2.		2	Select Code...	48	47.5%

When you have identified all of the codes on your list, click the "Next" button to proceed.

[Exit](#) [Back](#) [Next](#)

File Name	Uploaded
5110073.xls	7/8/2014 3:31:03 PM

When you finish row mapping, the E-Filing process will continue and you will be prompted to verify your data.

**If you need assistance, call the NAEP Help Desk at 1-800-283-6237.**