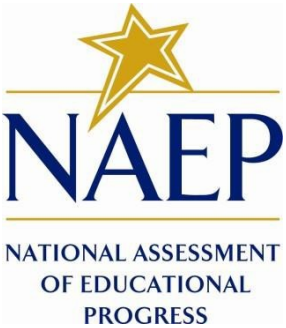
NATIONAL CENTER FOR EDUCATION STATISTICS
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

National Assessment of Educational Progress (NAEP) 2019 and 2020 Long-Term Trend (LTT) 2020 Update 3

Appendix H2

Long Term Trend (LTT) 2020 Instructions for Entering Student Information

OMB# 1850-0928 v.17



July 2019

revised August 2019

Appendix H2 provides 18 slightly different versions of the 2019-20 LTT Instructions for Entering Student Information – these are differentiated by age, number of race/ethnicity columns, and whether the school or the NAEP State Coordinator (NSC) will be providing National School Lunch Program (NSLP) data. The NSC decides which version they will post for their schools, so the schools will only see the one version that is appropriate for them.

There are three decisions involved in NSC choosing the appropriate E-Filing instructions for their schools. The NSC is instructed to first choose the instructions for the appropriate age group.

Second, the NCS is instructed to decide how many race/ethnicity columns they want the schools to use based on how they collect race data in their state. To avoid schools having to manipulate and collapse any data, we are asking them to submit the data as they are used when they submit these data to the state. Some states collect race/ethnicity data collapsed into one column; some use two columns with ethnicity separated from race; and some have all six race and ethnicity categories separated into six columns.

The third decision we ask the NCS to make is whether or not they would like their schools to provide the NSLP data. In many states, schools do not have access to these data or they may not be updated in time for the LTT 2019-20 E-Filing. If the NSC feels that their school should not provide the lunch data during the LTT 2019-20 E-Filing, the NSC will instead provide these data during the NSLP update process in February 2020. In such case, the NSC will post the 2019-20 LTT Instructions for Entering Student Information for their schools without the NLSP information. If the school will be providing the NLSP data during E-filing, they would choose the instructions with the NSLP information.

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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 12th St., SW, 4th floor, Washington, DC 20202.

Authorization and Confidentiality Assurance

The 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

Appendix H2-1a: Age 9 students, one column with National School Lunch Program

NAEP 2019–2020 LTT 9 Instructions for Preparing and Submitting an Electronic File of St ıts (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 **January 1, 2010** and **December 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 data for **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,[1] 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. 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 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 below: 2010	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female

[1] 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
Race/Ethnicity – one column	School-defined codes for: • ***Hispanic, of any race****:* A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***White, not Hispanic****:* A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East • ***Black or African American, not Hispanic****:* A person having origins in any of the Black peoples of Africa • ***Asian, not Hispanic****:* 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 • ***American Indian or Alaska Native, not Hispanic****:* 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 • ***Native Hawaiian or Pacific Islander, not Hispanic****:* A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***Two or More Races, not Hispanic****:* A person who identifies with two or more of the non-Hispanic categories above • ***School does not collect this information****:* Available to nonpublic schools only. When used, this code must be applied to all students • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric
National School Lunch Program (NSLP)	School defined codes for: • ***Student not eligible to participate****:* Student is not eligible for free or reduced-price lunch • ***Free lunch****:* Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch."[2] • ***Reduced-price lunch****:* Student is eligible for reduced-price lunch • ***School not participating****:* School does not participate in the NSLP. When used, this code must be applied to all students. • ***Information unavailable at this time****:* 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. ***SPECIAL INSTRUCTIONS FOR CEP SCHOOLS****: 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**. ----------	Use **ONE** code per student, text or numeric

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

<table>
<tr><th>Excel Header/
Field Name</th><th>NAEP Values</th><th>Comments</th></tr>
<tr><td></td><td>
CEP Direct Only

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).

Please code your students as follows:

<table>
<tr><th>Is the student economically disadvantaged?</th><th>How should student be coded on NAEP?</th></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>

CEP Direct Certification Plus

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.

Please code your students as follows:

<table>
<tr><th>Is the student economically disadvantaged?</th><th>How should student be coded on NAEP?</th></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>
CEP All

In our state, all students in CEP schools are considered economically disadvantaged.

Please code your students as follows:

<table>
<tr><th>Is the student economically disadvantaged?</th><th>How should student be coded on NAEP?</th></tr>
<tr><td>1. Yes</td><td>1. Eligible for free lunch</td></tr>
</table>
</td><td></td></tr>
</table>

Excel Header/ Field Name	NAEP Values	Comments
Students with Disabilities (SD)	School defined codes for: • ***Yes, IEP:*** Student has a formal Individualized Education Program (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." • ***No, not SD:*** Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." • ***Information unavailable at this time:*** 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.	Use **ONE** code per student, text or numeric
English Language Learner (ELL)	School-defined codes for: • ***Yes, ELL*** • ***No, Not ELL*** • ***No, Formerly ELL:*** 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. • ***Information unavailable at this time:*** 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.	Use **ONE** 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.

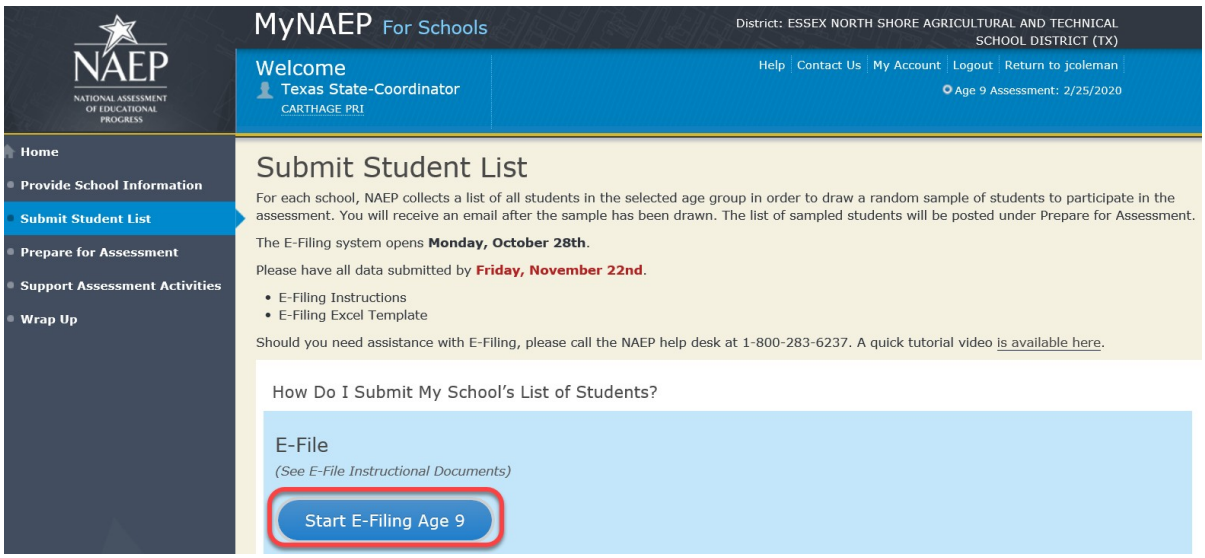
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.

- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

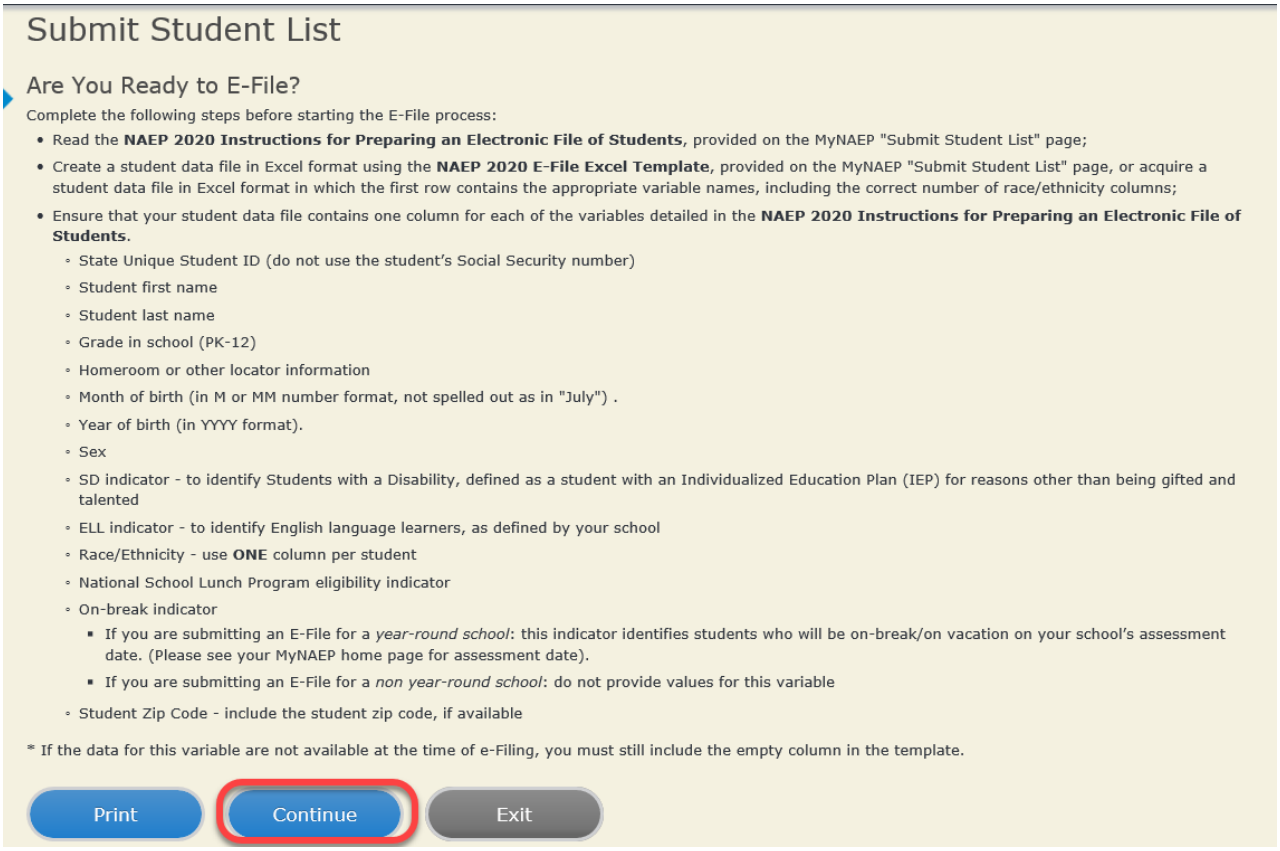
Step 3 – E-File

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.

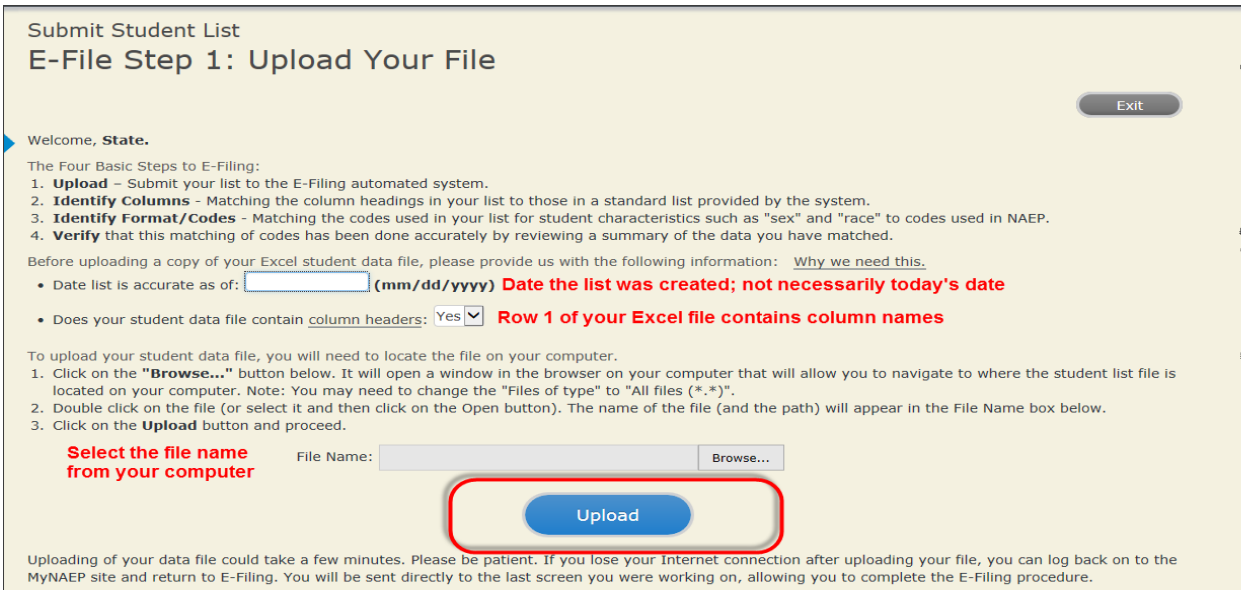
- Select the "Start E-Filing Age 9" button.



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

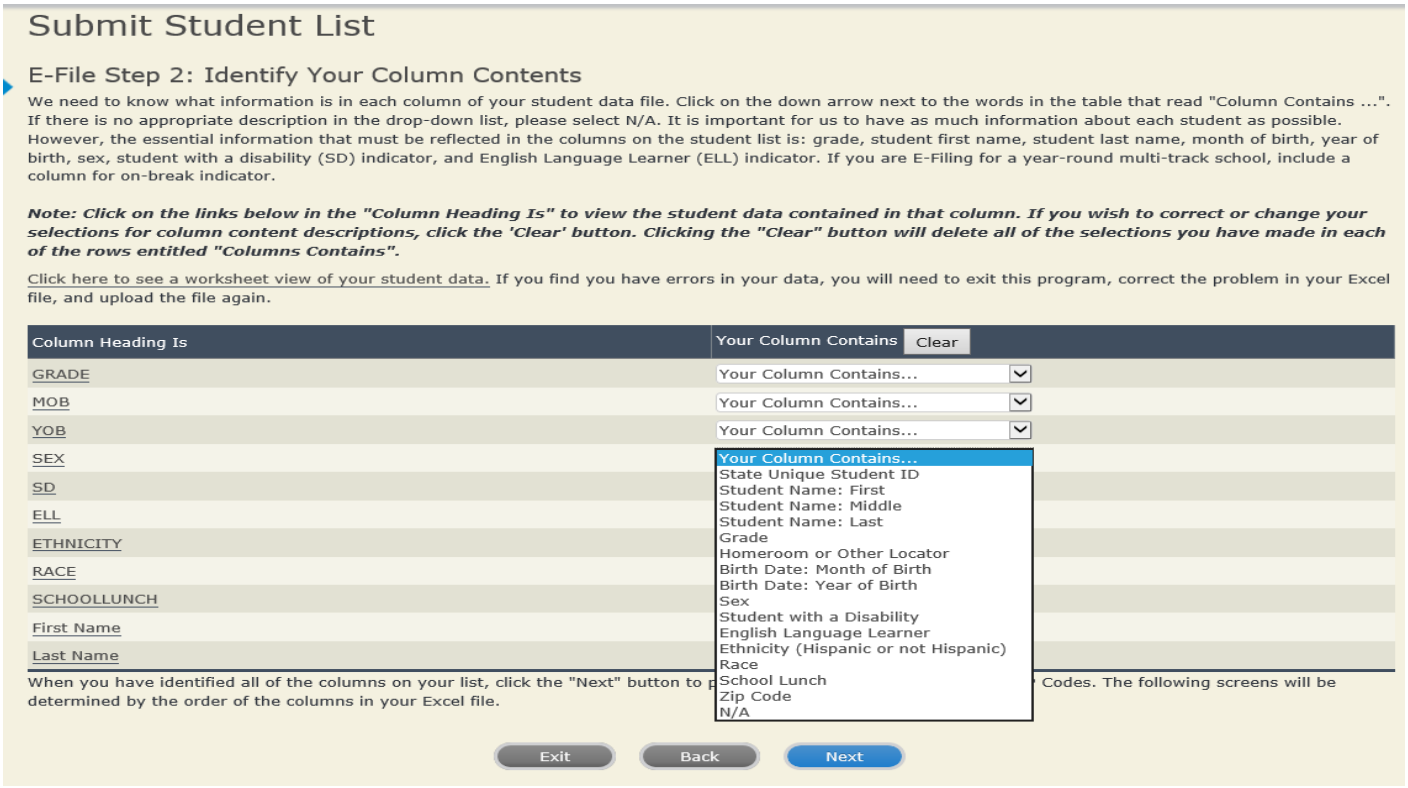


- Enter the required fields and then browse for the name of your file and select "Upload."

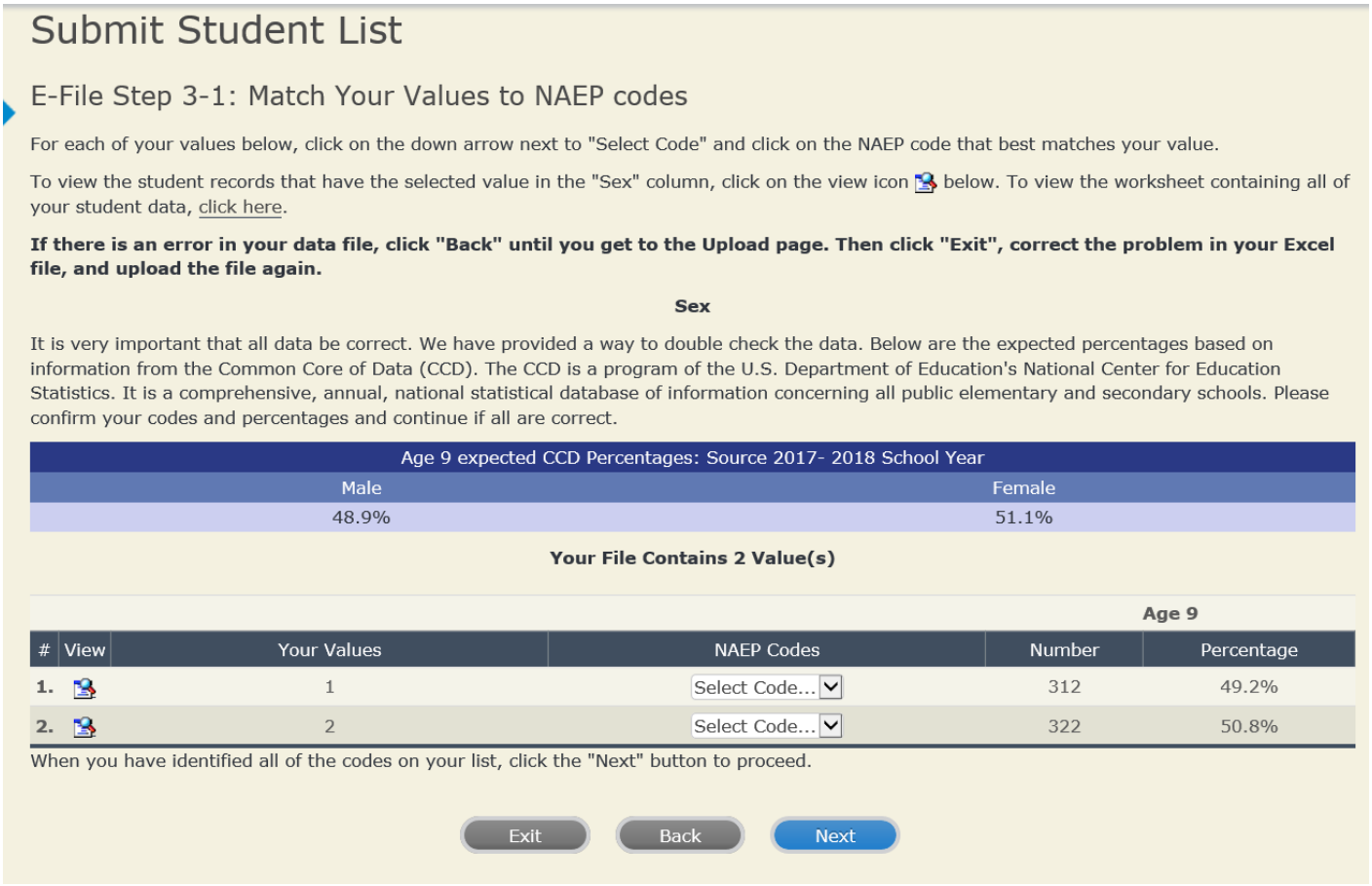


Step 4 – Map Your Columns and Rows to NAEP Values

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.



Shown below 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

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, click "Back" until you get to the Upload page. Then click "Exit", 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.

Age 9 expected CCD Percentages: Source 2017- 2018 School Year	
Male	Female
48.9%	51.1%

Your File Contains 2 Value(s)

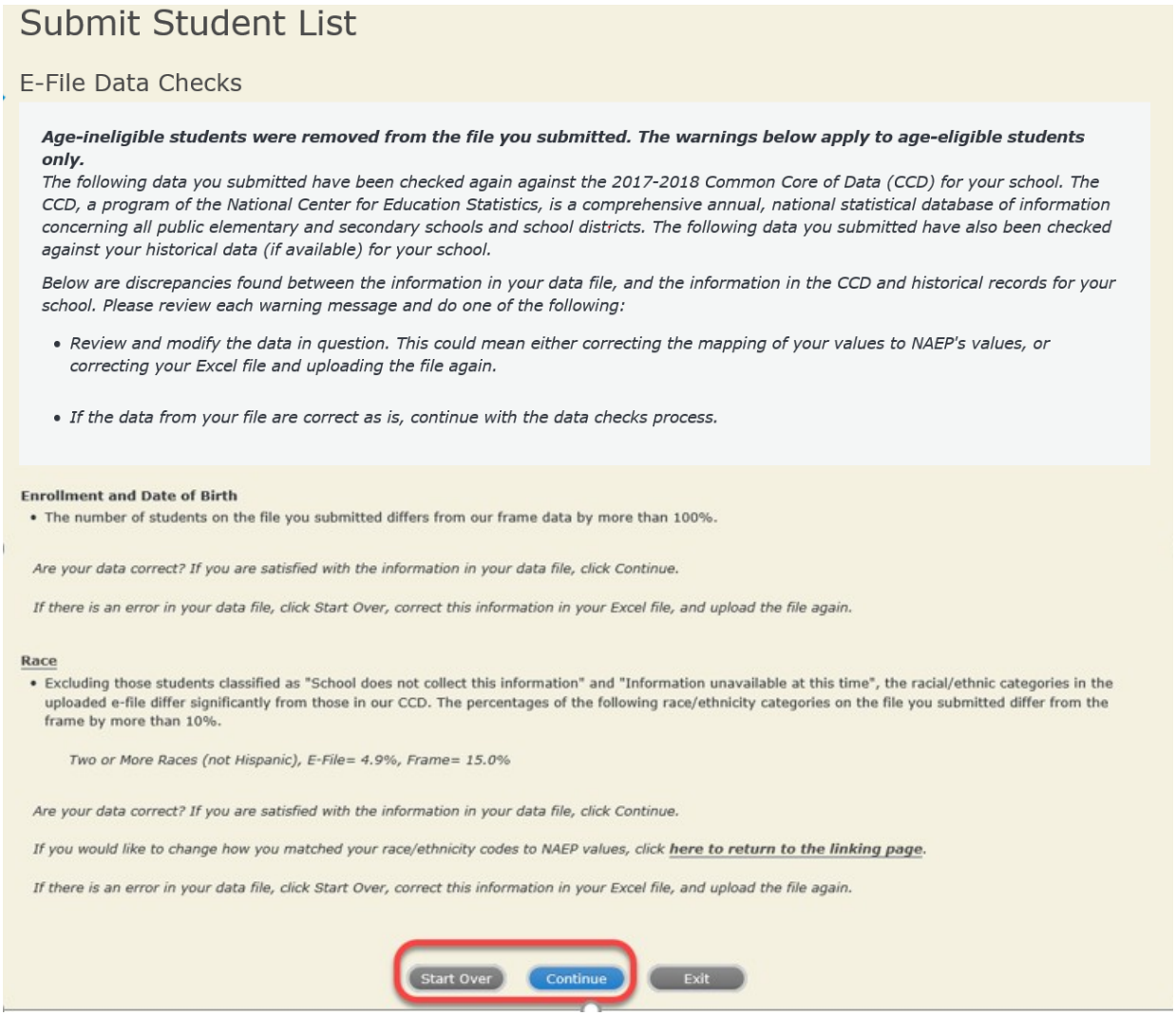
				Age 9	
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code...	312	49.2%
2.		2	Select Code...	322	50.8%

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

Exit Back Next

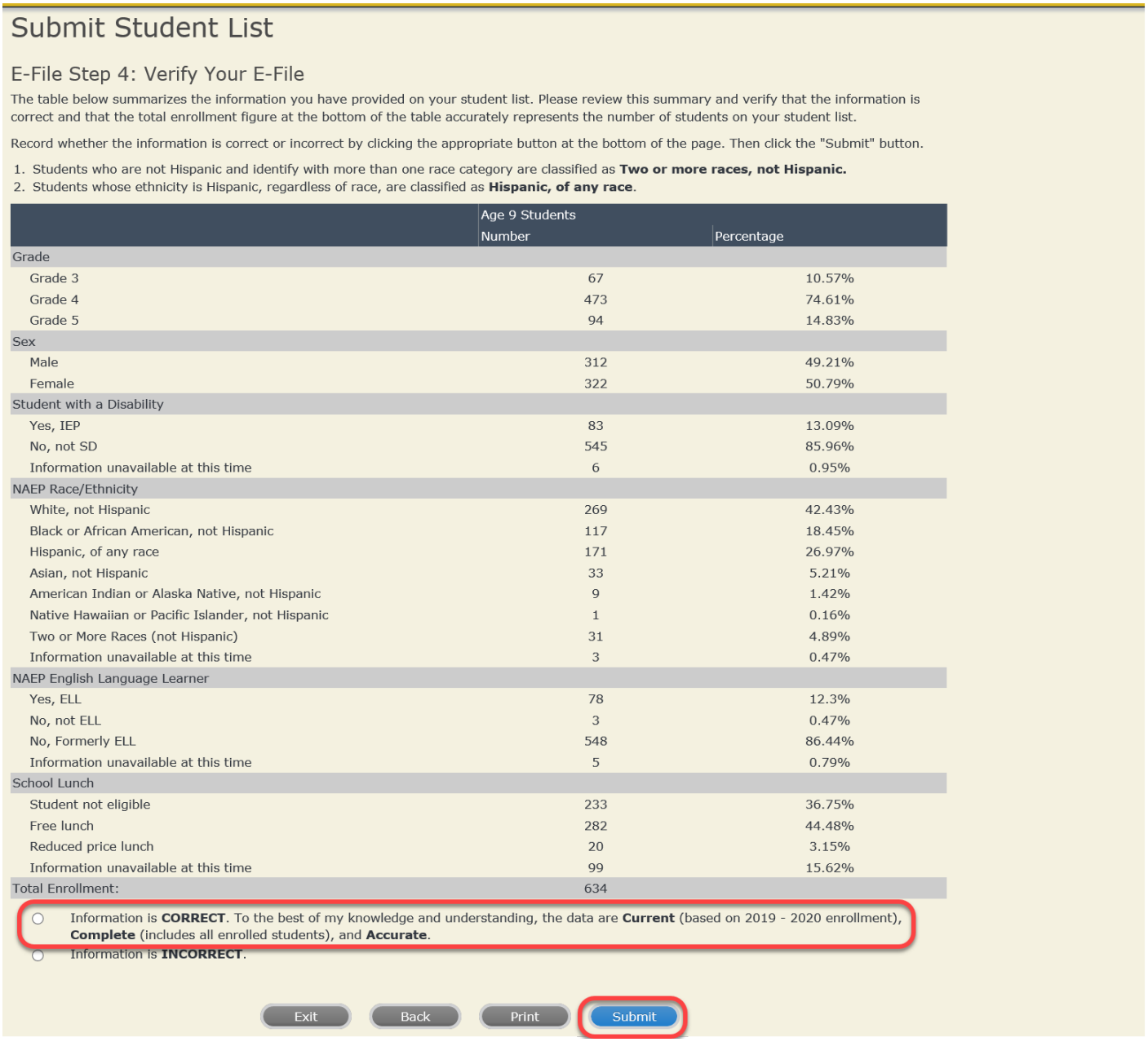
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 9 Students	
	Number	Percentage
Grade		
Grade 3	67	10.57%
Grade 4	473	74.61%
Grade 5	94	14.83%
Sex		
Male	312	49.21%
Female	322	50.79%
Student with a Disability		
Yes, IEP	83	13.09%
No, not SD	545	85.96%
Information unavailable at this time	6	0.95%
NAEP Race/Ethnicity		
White, not Hispanic	269	42.43%
Black or African American, not Hispanic	117	18.45%
Hispanic, of any race	171	26.97%
Asian, not Hispanic	33	5.21%
American Indian or Alaska Native, not Hispanic	9	1.42%
Native Hawaiian or Pacific Islander, not Hispanic	1	0.16%
Two or More Races (not Hispanic)	31	4.89%
Information unavailable at this time	3	0.47%
NAEP English Language Learner		
Yes, ELL	78	12.3%
No, not ELL	3	0.47%
No, Formerly ELL	548	86.44%
Information unavailable at this time	5	0.79%
School Lunch		
Student not eligible	233	36.75%
Free lunch	282	44.48%
Reduced price lunch	20	3.15%
Information unavailable at this time	99	15.62%
Total Enrollment:	634	

○ Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.

○ Information is **INCORRECT**.

Exit Back Print Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-1b: Age 9 students, one column without National School Lunch Program

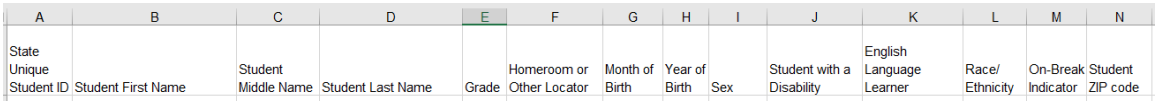
NAEP 2019–2020 LTT 9 Instructions for Preparing and Submitting an Electronic File of St ıts (One Column Race/Ethnicity)

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
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	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 **January 1, 2010** and **December 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 data for **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,[3] 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. 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 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 below: 2010	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female

[3] 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
Race/Ethnicity – one column	School-defined codes for: • ***Hispanic, of any race****:* A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***White, not Hispanic****:* A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East • ***Black or African American, not Hispanic****:* A person having origins in any of the Black peoples of Africa • ***Asian, not Hispanic****:* 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 • ***American Indian or Alaska Native, not Hispanic****:* 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 • ***Native Hawaiian or Pacific Islander, not Hispanic****:* A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***Two or More Races, not Hispanic****:* A person who identifies with two or more of the non-Hispanic categories above • ***School does not collect this information****:* Available to nonpublic schools only. When used, this code must be applied to all students • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric
Students with Disabilities (SD)	School defined codes for: • ***Yes, IEP****:* Student has a formal Individualized Education Program (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." • ***No, not SD****:* Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric
English Language Learner (ELL)	School-defined codes for: • ***Yes, ELL*** • ***No, Not ELL*** • ***No, Formerly ELL****:* 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. • ***Information unavailable at this time****:* 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.	Use **ONE** 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 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.

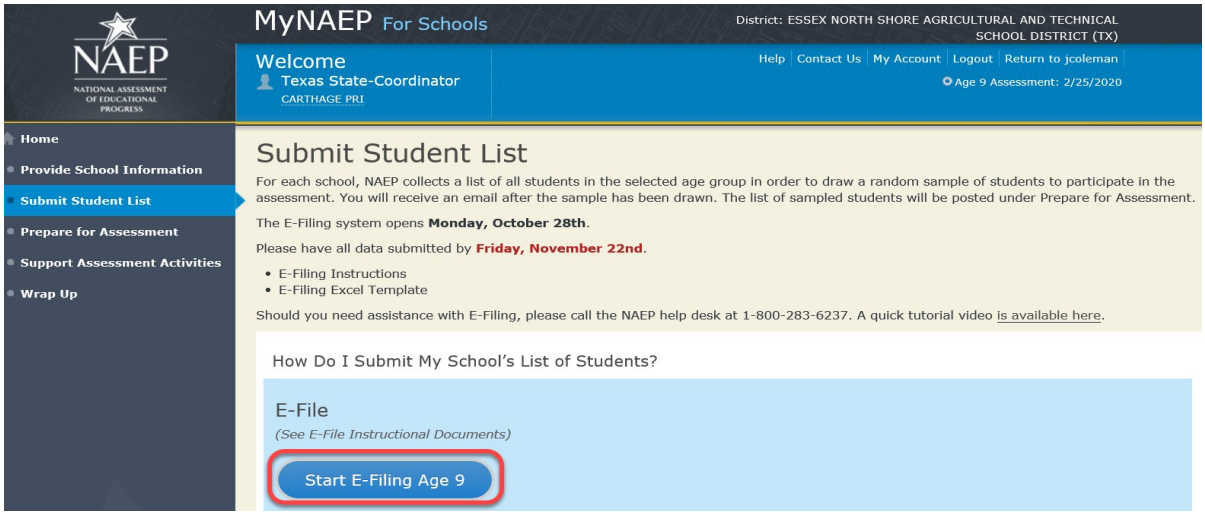
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.

- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

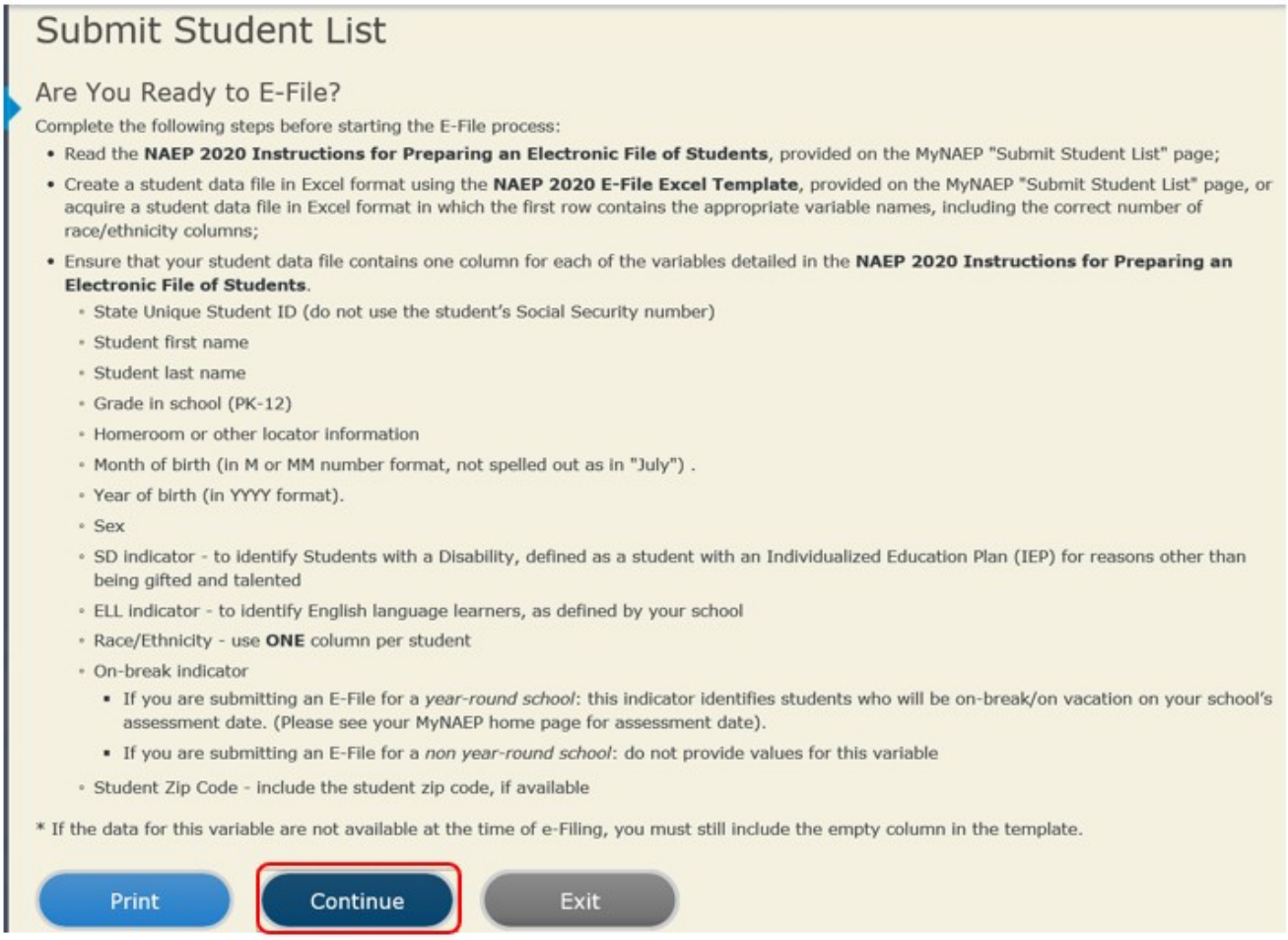
Step 3 – E-File

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.

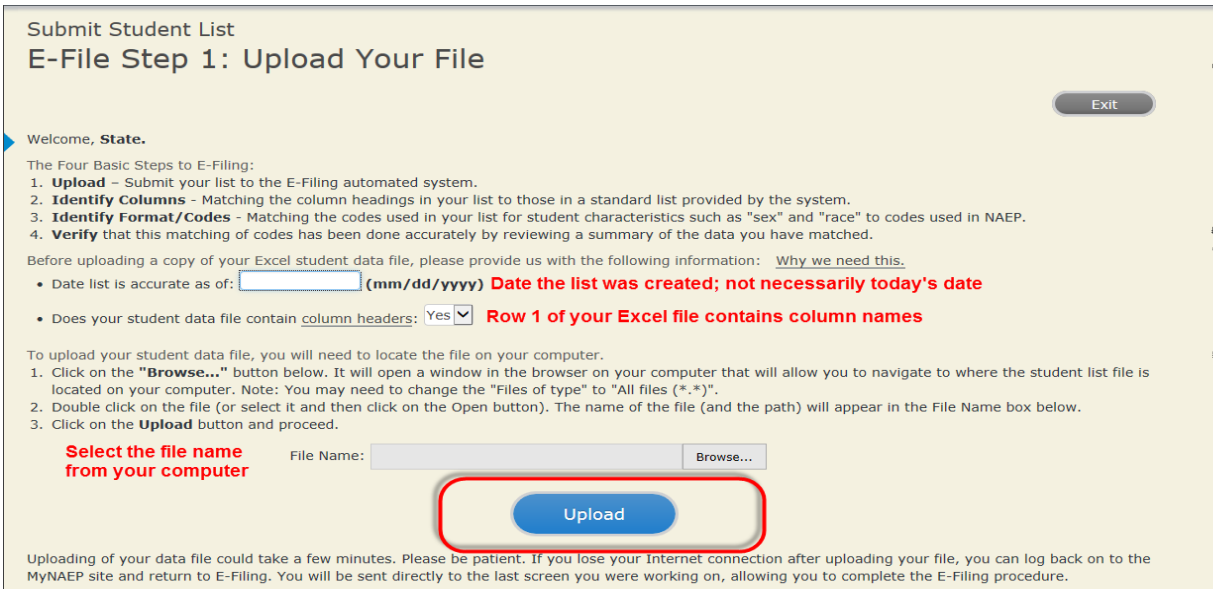
- Select the "Start E-Filing Age 9" button.



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

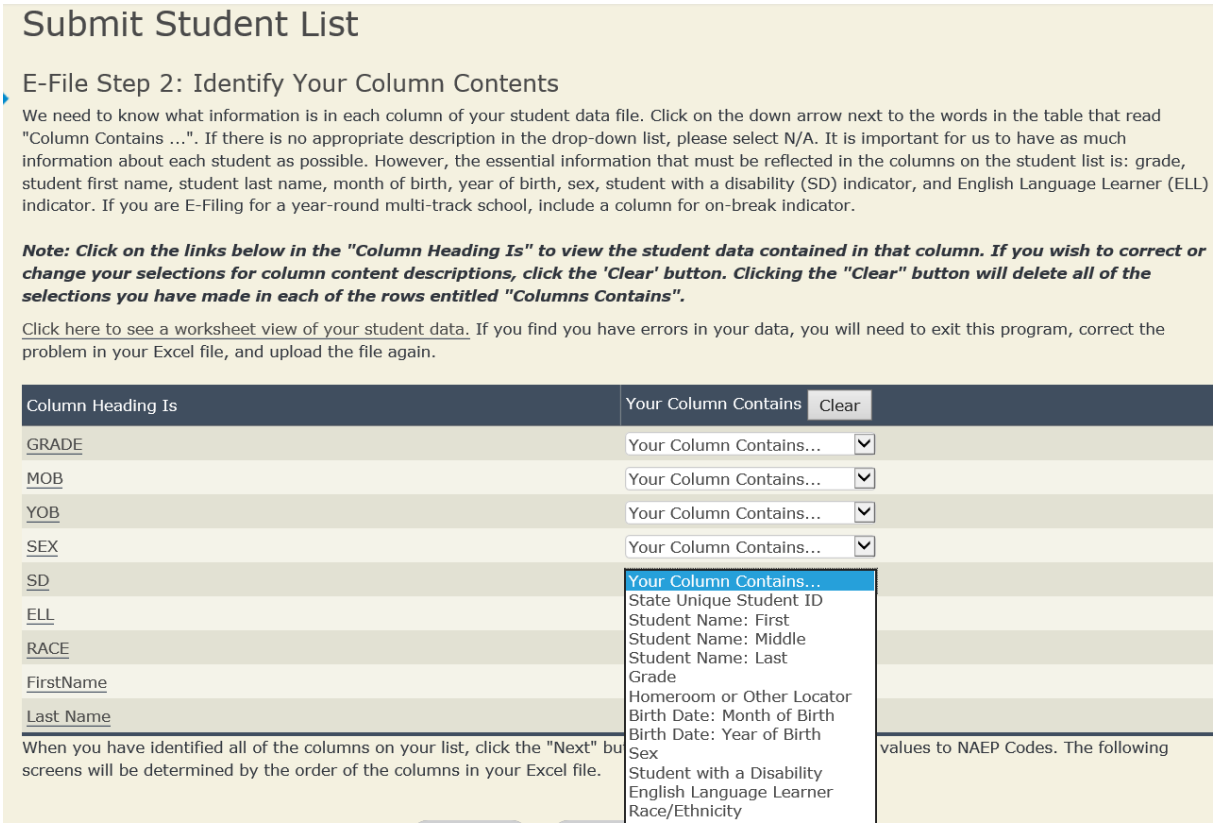


- Enter the required fields and then browse for the name of your file and select "Upload."

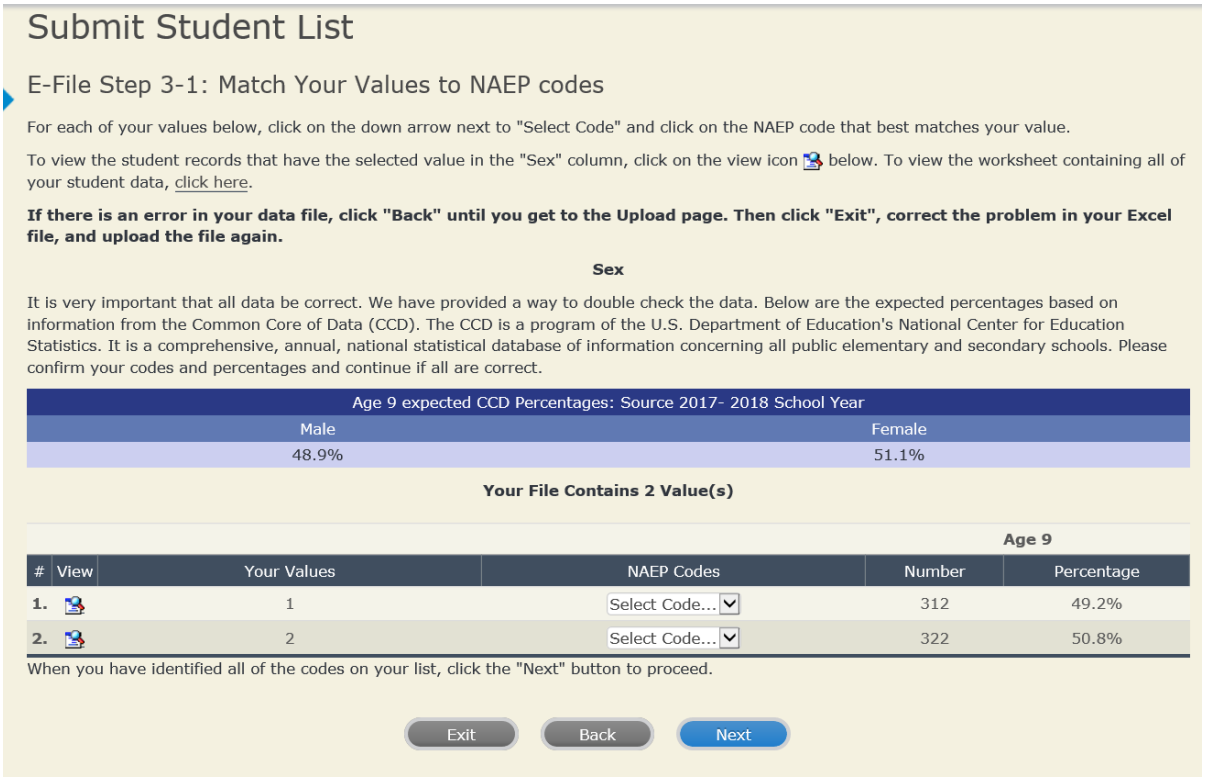


Step 4 – Map Your Columns and Rows to NAEP Values

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.



Shown below 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

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, click "Back" until you get to the Upload page. Then click "Exit", 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.

Age 9 expected CCD Percentages: Source 2017- 2018 School Year	
Male	Female
48.9%	51.1%

Your File Contains 2 Value(s)

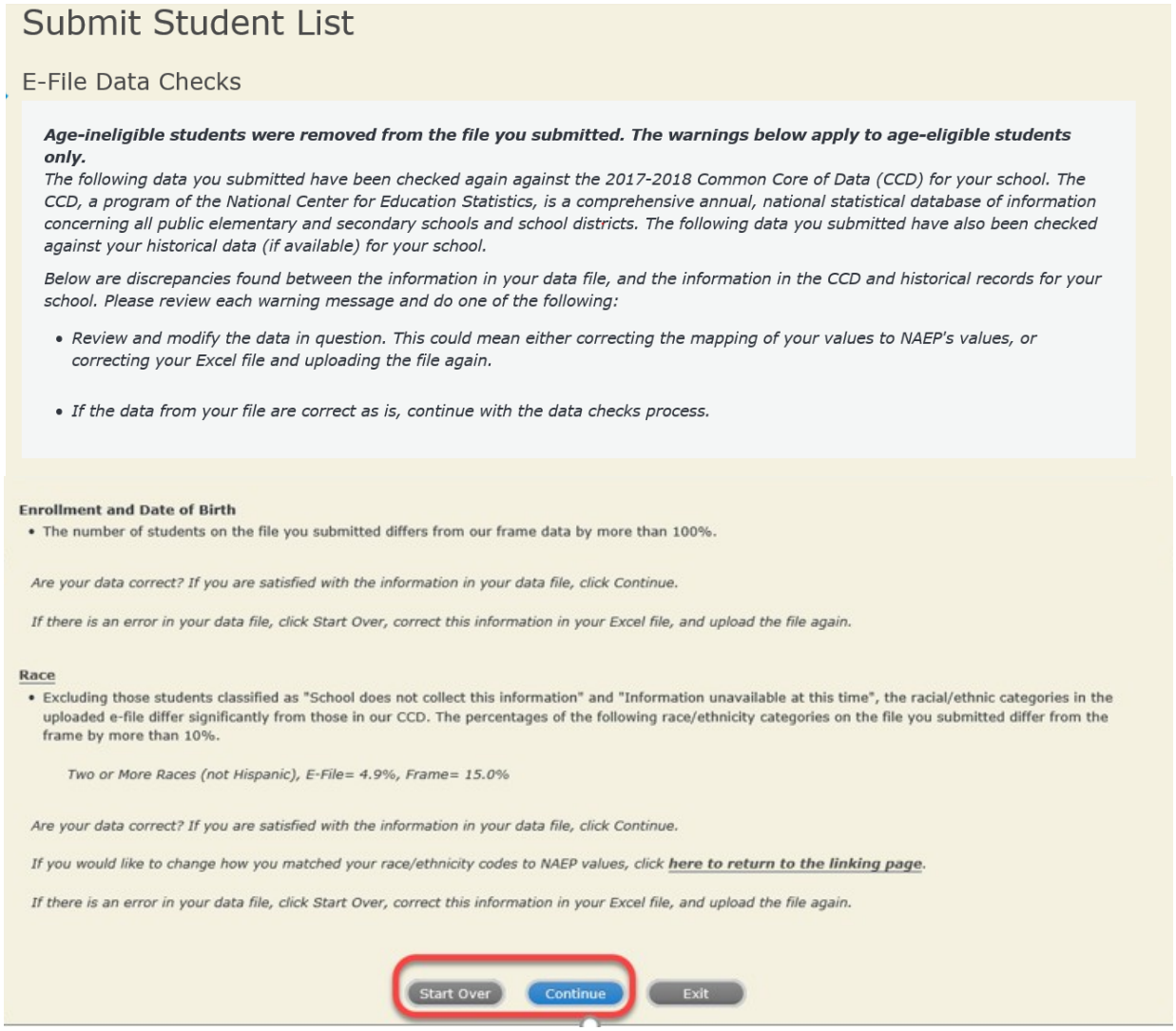
				Age 9	
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code...	312	49.2%
2.		2	Select Code...	322	50.8%

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

Exit Back Next

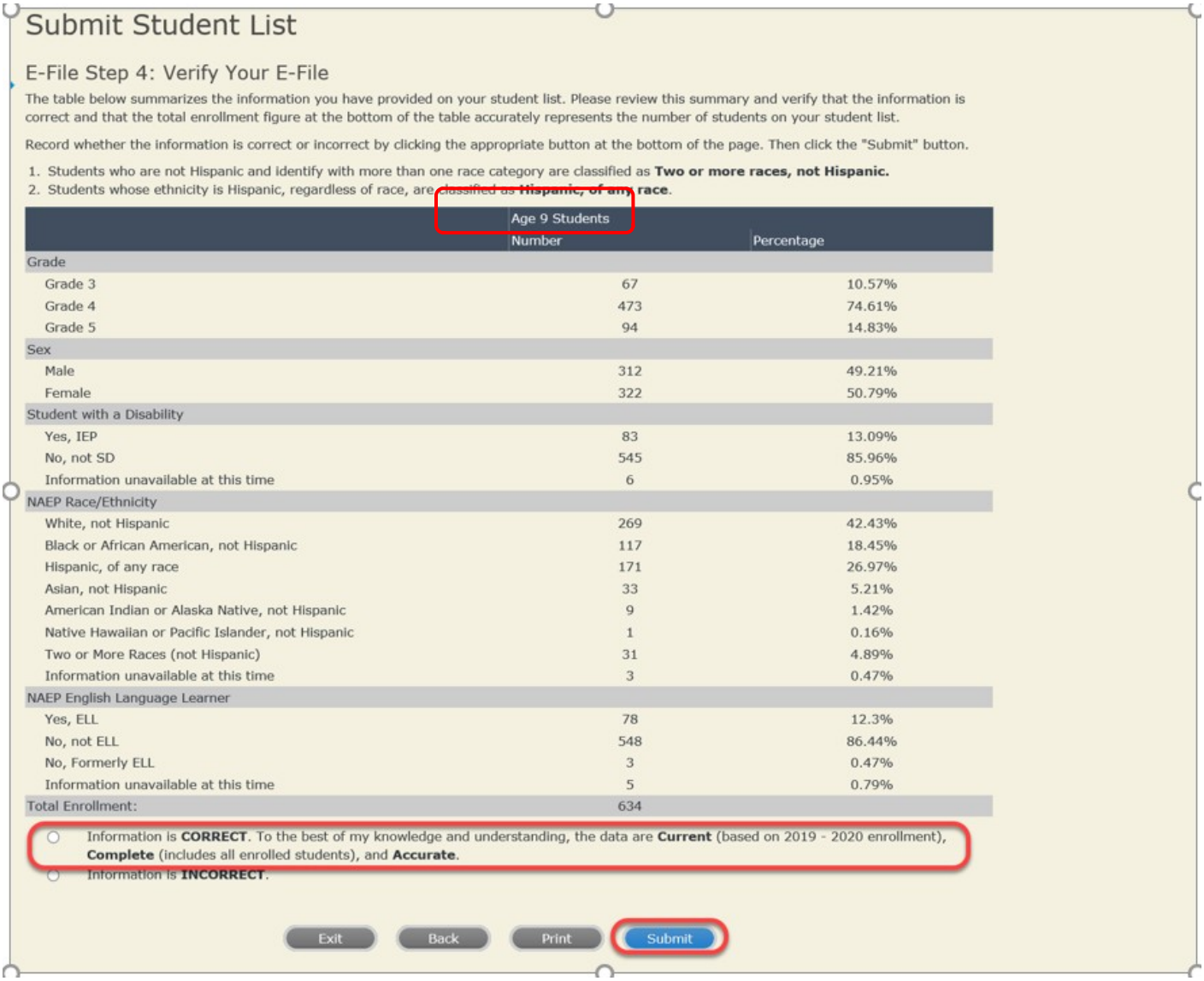
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 9 Students	
	Number	Percentage
Grade		
Grade 3	67	10.57%
Grade 4	473	74.61%
Grade 5	94	14.83%
Sex		
Male	312	49.21%
Female	322	50.79%
Student with a Disability		
Yes, IEP	83	13.09%
No, not SD	545	85.96%
Information unavailable at this time	6	0.95%
NAEP Race/Ethnicity		
White, not Hispanic	269	42.43%
Black or African American, not Hispanic	117	18.45%
Hispanic, of any race	171	26.97%
Asian, not Hispanic	33	5.21%
American Indian or Alaska Native, not Hispanic	9	1.42%
Native Hawaiian or Pacific Islander, not Hispanic	1	0.16%
Two or More Races (not Hispanic)	31	4.89%
Information unavailable at this time	3	0.47%
NAEP English Language Learner		
Yes, ELL	78	12.3%
No, not ELL	548	86.44%
No, Formerly ELL	3	0.47%
Information unavailable at this time	5	0.79%
Total Enrollment:	634	

- Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.
- Information is **INCORRECT**.

Exit | Back | Print | Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-1c: Age 9 students, two columns with National School Lunch Program

NAEP 2019–2020 LTT 9 Instructions for Preparing and Submitting an Electronic File of Students (Two Columns 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	P
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	Ethnicity (Hispanic or Non-Hispanic)	Race	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 **January 1, 2010** and **December 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 data for **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,[4] 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. 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 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 below: 2010	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Ethnicity (Hispanic or not)	School-defined codes for: • ***Yes, Hispanic***: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***No, Not Hispanic*** • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric

[4] 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
Race	School-defined codes for: • ***White***: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East • ***Black or African American***: A person having origins in any of the Black peoples of Africa • ***Asian****:* 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 • ***American Indian or Alaska Native****:* 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 • ***Native Hawaiian or Pacific Islander****:* A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***Two or More Races****:* A person who identifies with two or more of the race categories above • ***School does not collect this information****:* Available to nonpublic schools only. When used, this code must be applied to all students. • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric
National School Lunch Program (NSLP)	School defined codes for: • ***Student not eligible to participate****:* Student is not eligible for free or reduced-price lunch • ***Free lunch****:* Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch."[5] • ***Reduced price lunch****:* Student is eligible for reduced-price lunch • ***School not participating****:* School does not participate in the NSLP. When used, this code must be applied to all students. • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric

[5] If it is not possible to distinguish between "free" and "reduced-price" for some students, code these students as eligible for free lunch.

<table>
<tr><th>Excel Header/
Field Name</th><th>NAEP Values</th><th>Comments</th></tr>
<tr><td></td><td>

***SPECIAL INSTRUCTIONS FOR CEP SCHOOLS: 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.**

CEP Direct Only

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).

Please code your students as follows:

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

CEP Direct Certification Plus

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.

Please code your students as follows:

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

</td><td></td></tr>
</table>

<table>
<tr><th>Excel Header/
Field Name</th><th>NAEP Values</th><th>Comments</th></tr>
<tr><td></td><td>CEP All

In our state, all students in CEP schools are considered economically disadvantaged.

Please code your students as follows:

<table><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></td><td></td></tr>
<tr><td>Students with Disabilities (SD)</td><td>School-defined codes for:
• Yes, IEP: Student has a formal Individualized Education Program (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."
• No, not SD: Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD."
• Information unavailable at this time: 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.</td><td>Use ONE code per student, text or numeric</td></tr>
<tr><td>English Language Learner (ELL)</td><td>School-defined codes for:
• Yes, ELL
• No, Not ELL
• No, Formerly ELL: 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.
• Information unavailable at this time: 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.</td><td>Use ONE code per student, text or numeric</td></tr>
<tr><td>On-Break Indicator</td><td>School-defined code</td><td>Only for year-round schools; column can be left off if school is not year-round</td></tr>
<tr><td>Student ZIP Code</td><td>Numeric only</td><td>If available; format can be 5 digits or 5 plus 4</td></tr>
</table>

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.

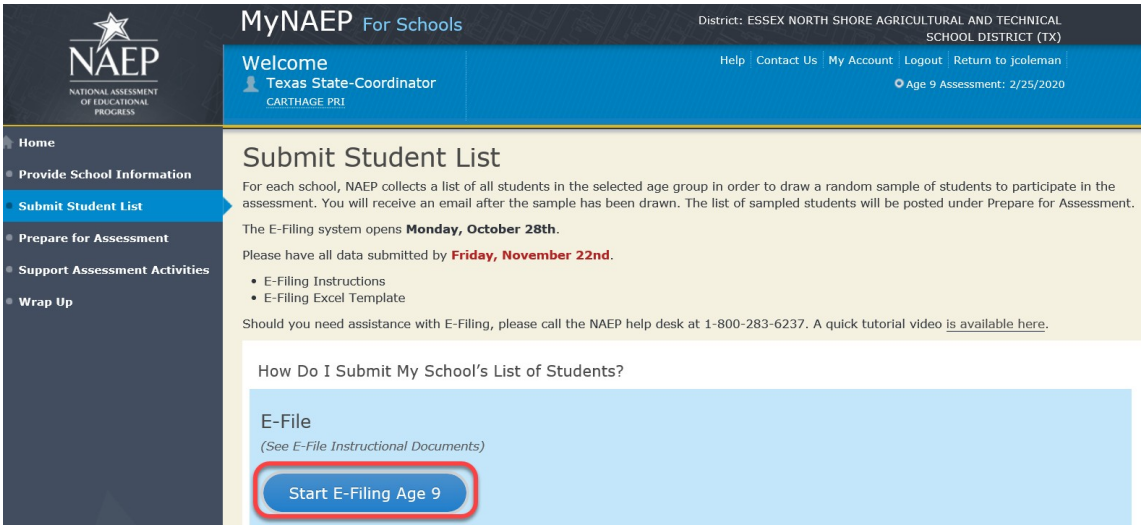
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.

- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

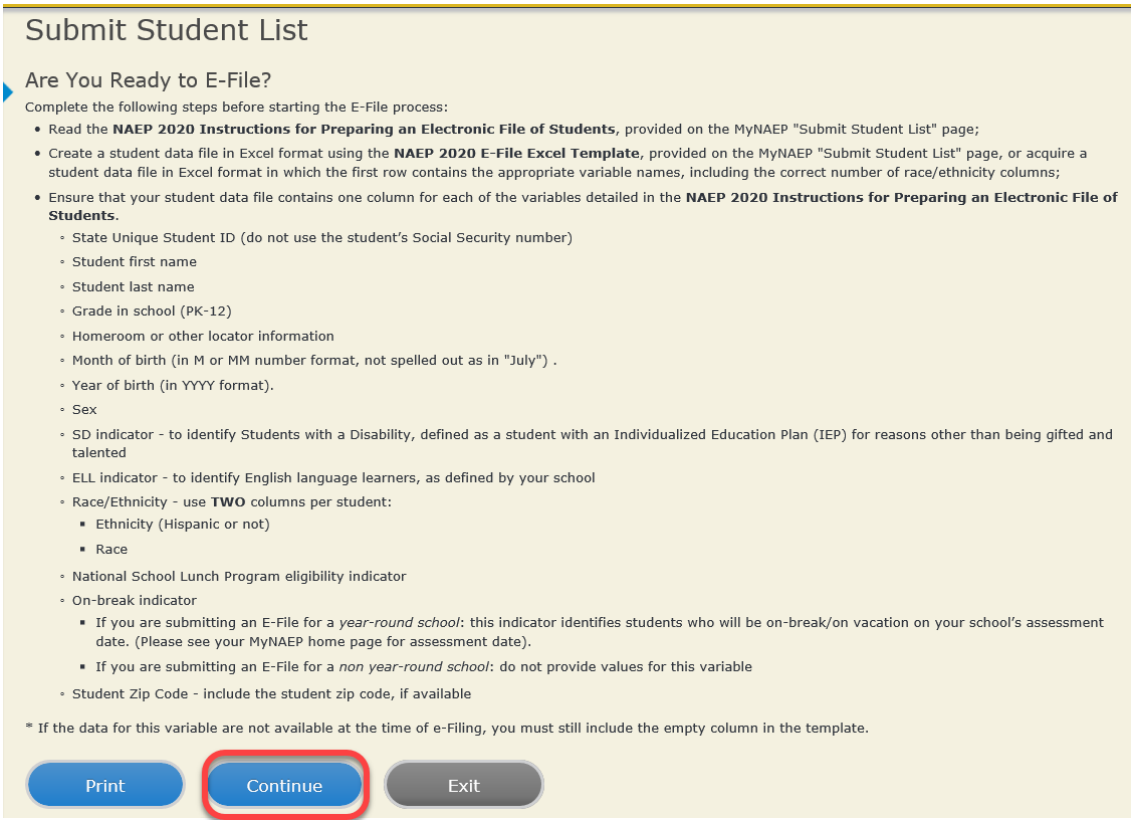
Step 3 – E-File

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.

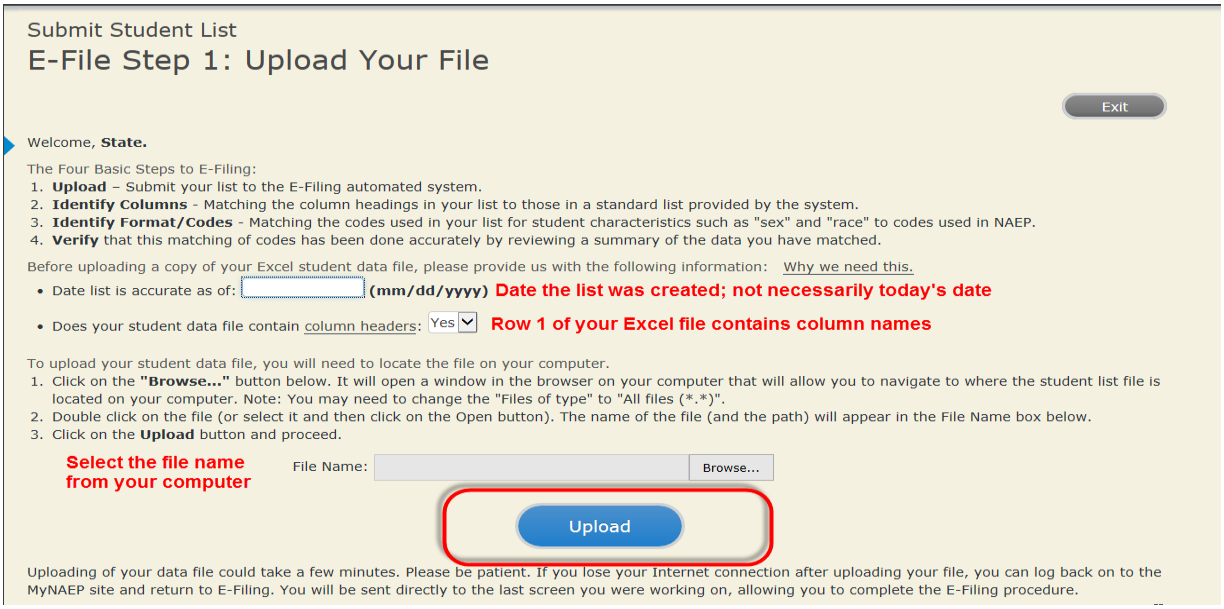
- Select the “Start E-Filing Age 9” button.



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

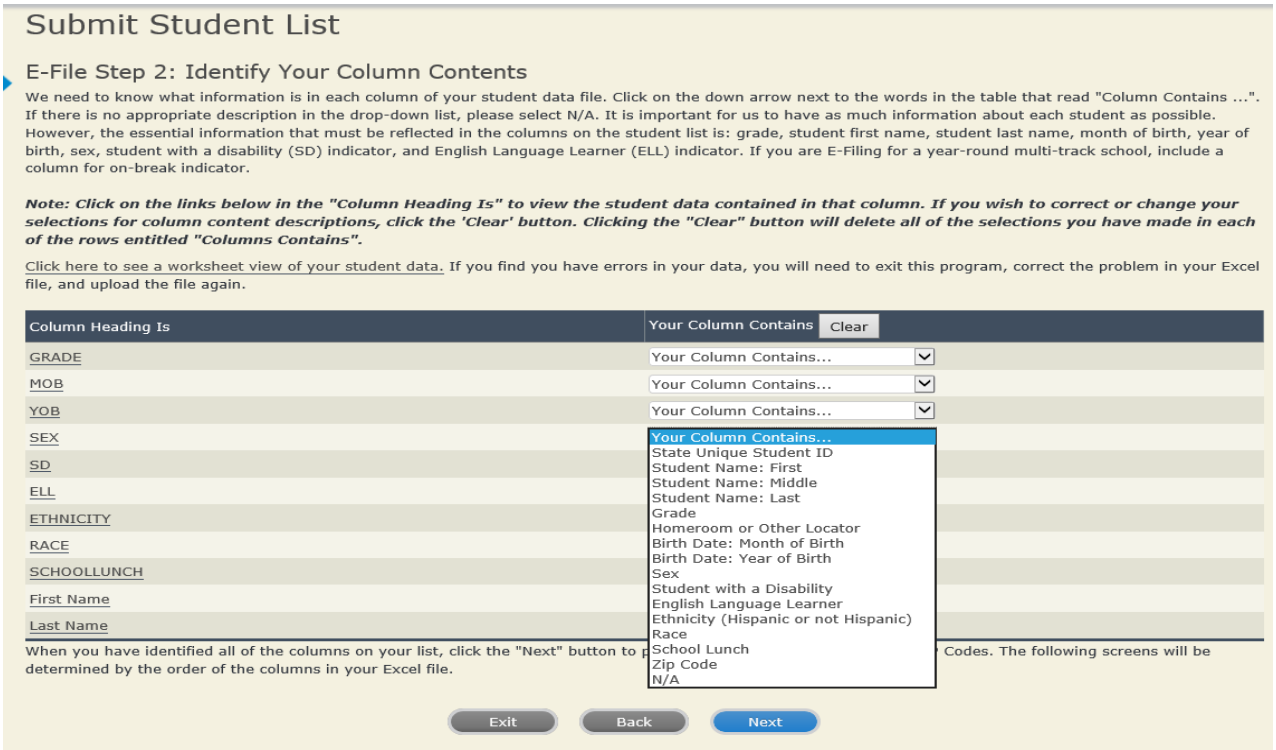


- Enter the required fields and then browse for the name of your file and select “Upload.”

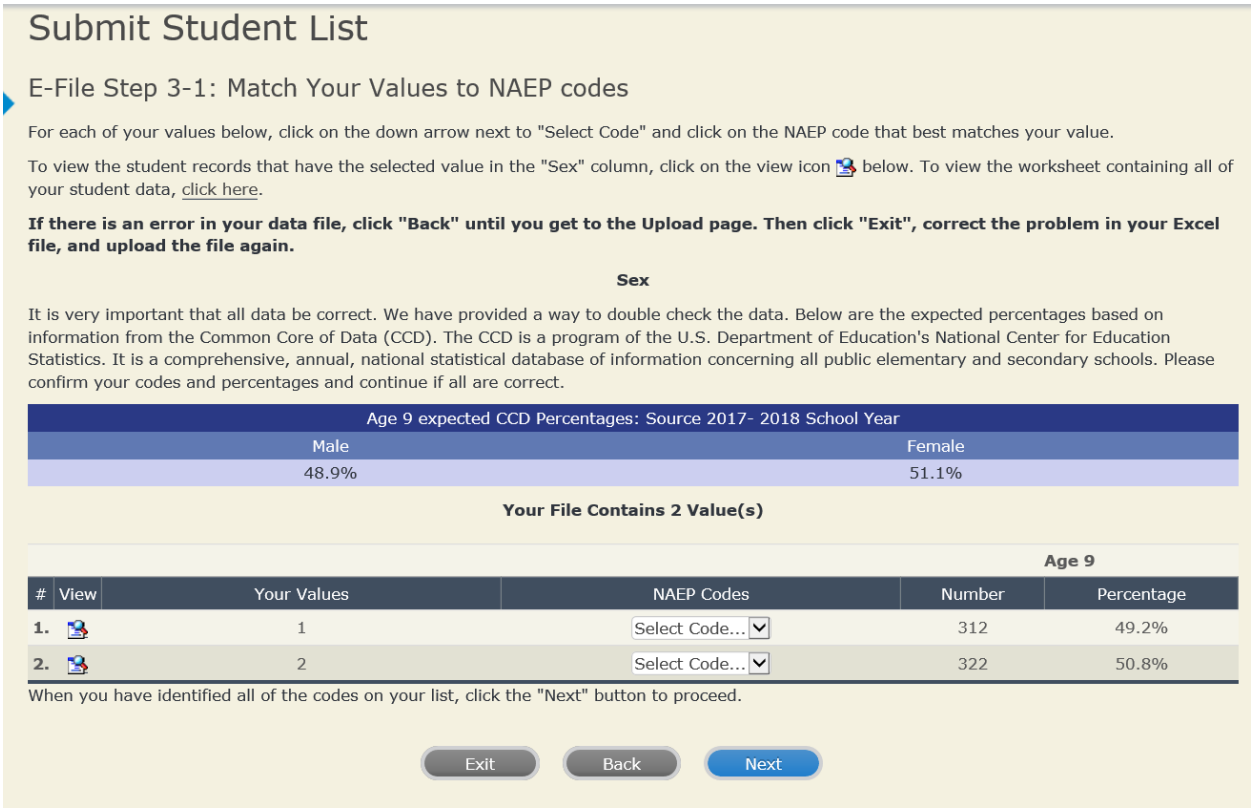


Step 4 – Map Your Columns and Rows to NAEP Values

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.



Shown below 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

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, click "Back" until you get to the Upload page. Then click "Exit", 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.

Age 9 expected CCD Percentages: Source 2017- 2018 School Year	
Male	Female
48.9%	51.1%

Your File Contains 2 Value(s)

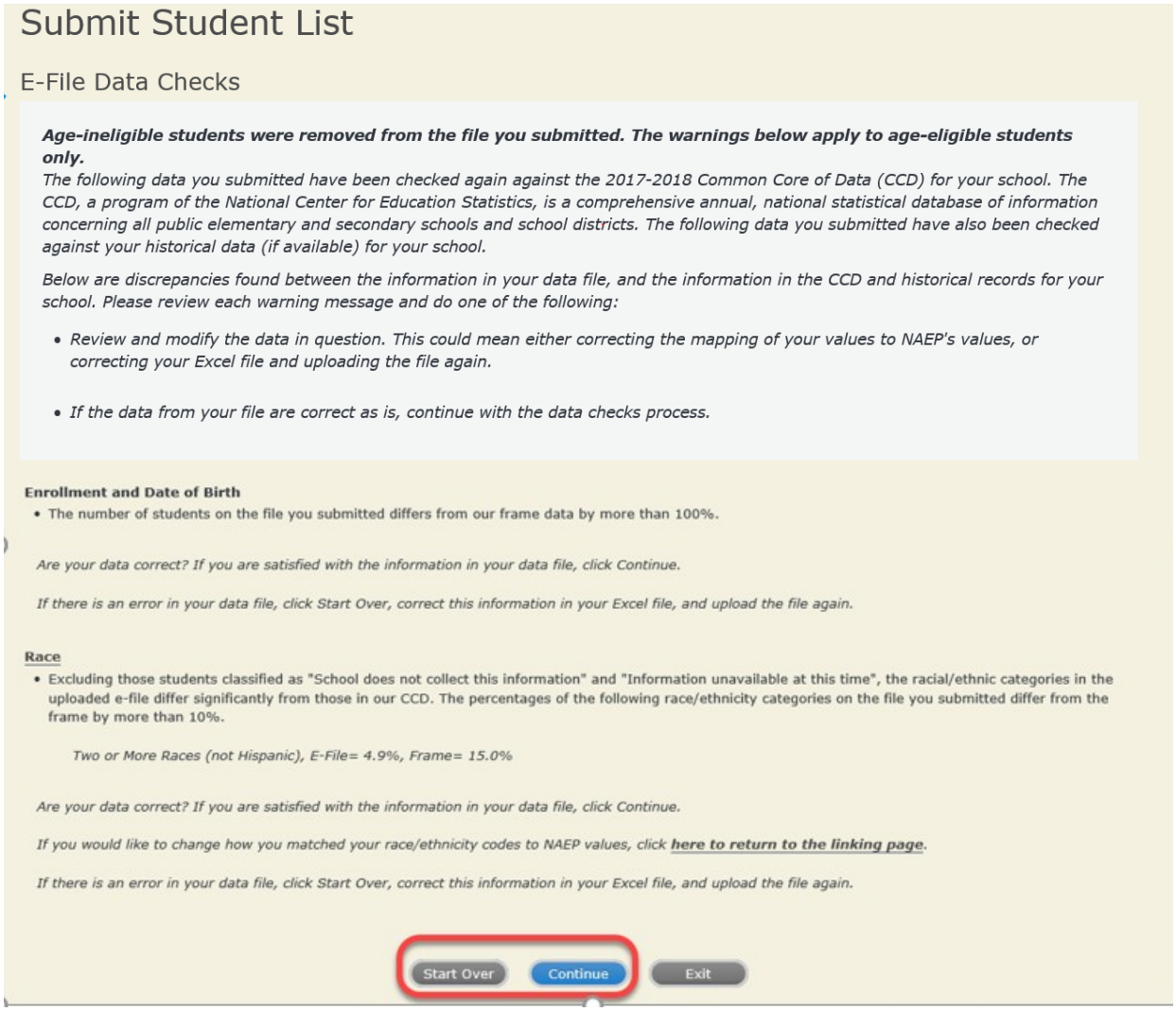
				Age 9	
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code...	312	49.2%
2.		2	Select Code...	322	50.8%

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

Exit Back Next

Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.

Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 9 Students	
	Number	Percentage
Grade		
Grade 3	67	10.57%
Grade 4	473	74.61%
Grade 5	94	14.83%
Sex		
Male	312	49.21%
Female	322	50.79%
Student with a Disability		
Yes, IEP	83	13.09%
No, not SD	545	85.96%
Information unavailable at this time	6	0.95%
NAEP Race/Ethnicity		
White, not Hispanic	269	42.43%
Black or African American, not Hispanic	117	18.45%
Hispanic, of any race	171	26.97%
Asian, not Hispanic	33	5.21%
American Indian or Alaska Native, not Hispanic	9	1.42%
Native Hawaiian or Pacific Islander, not Hispanic	1	0.16%
Two or More Races (not Hispanic)	31	4.89%
Information unavailable at this time	3	0.47%
NAEP English Language Learner		
Yes, ELL	78	12.3%
No, not ELL	3	0.47%
No, Formerly ELL	548	86.44%
Information unavailable at this time	5	0.79%
School Lunch		
Student not eligible	233	36.75%
Free lunch	282	44.48%
Reduced price lunch	20	3.15%
Information unavailable at this time	99	15.62%
Total Enrollment:	634	

○ Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.

○ Information is **INCORRECT**.

Exit | Back | Print | Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-1d: Age 9 students, two columns without National School Lunch Program

NAEP 2019–2020 LTT 9 Instructions for Preparing and Submitting an Electronic File of Students (Two Columns 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	Ethnicity (Hispanic or Non-Hispanic)	Race	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 **January 1, 2010** and **December 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 data for **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,[6] 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. 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 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 below: 2010	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Ethnicity (Hispanic or not)	School-defined codes for: • ***Yes, Hispanic***: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***No, Not Hispanic*** • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric

[6] 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
Race	School-defined codes for: • ***White***: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East • ***Black or African American****:* A person having origins in any of the Black peoples of Africa • ***Asian****:* 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 • ***American Indian or Alaska Native****:* 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 • ***Native Hawaiian or Pacific Islander****:* A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***Two or More Races****:* A person who identifies with two or more of the race categories above • ***School does not collect this information****:* Available to nonpublic schools only. When used, this code must be applied to all students. • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric
Students with Disabilities (SD)	School-defined codes for: • ***Yes, IEP****:* Student has a formal Individualized Education Program (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." • ***No, not SD****:* Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric
English Language Learner (ELL)	School-defined codes for: • ***Yes, ELL*** • ***No, Not ELL*** • ***No, Formerly ELL****:* 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. • ***Information unavailable at this time****:* 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.	Use **ONE** 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

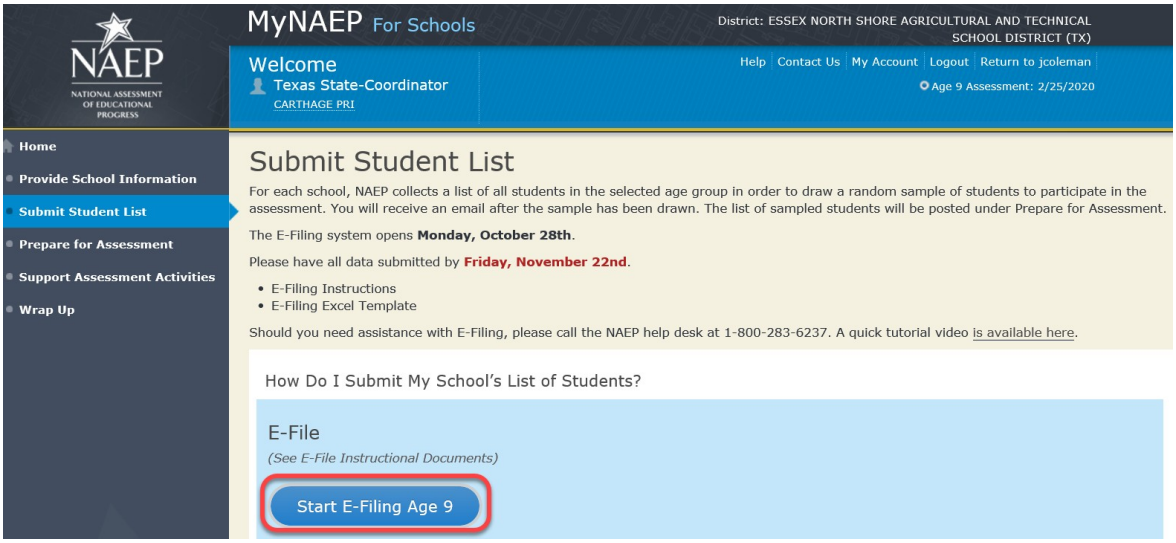
Tips for ensuring the E-File process goes smoothly:

- 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.

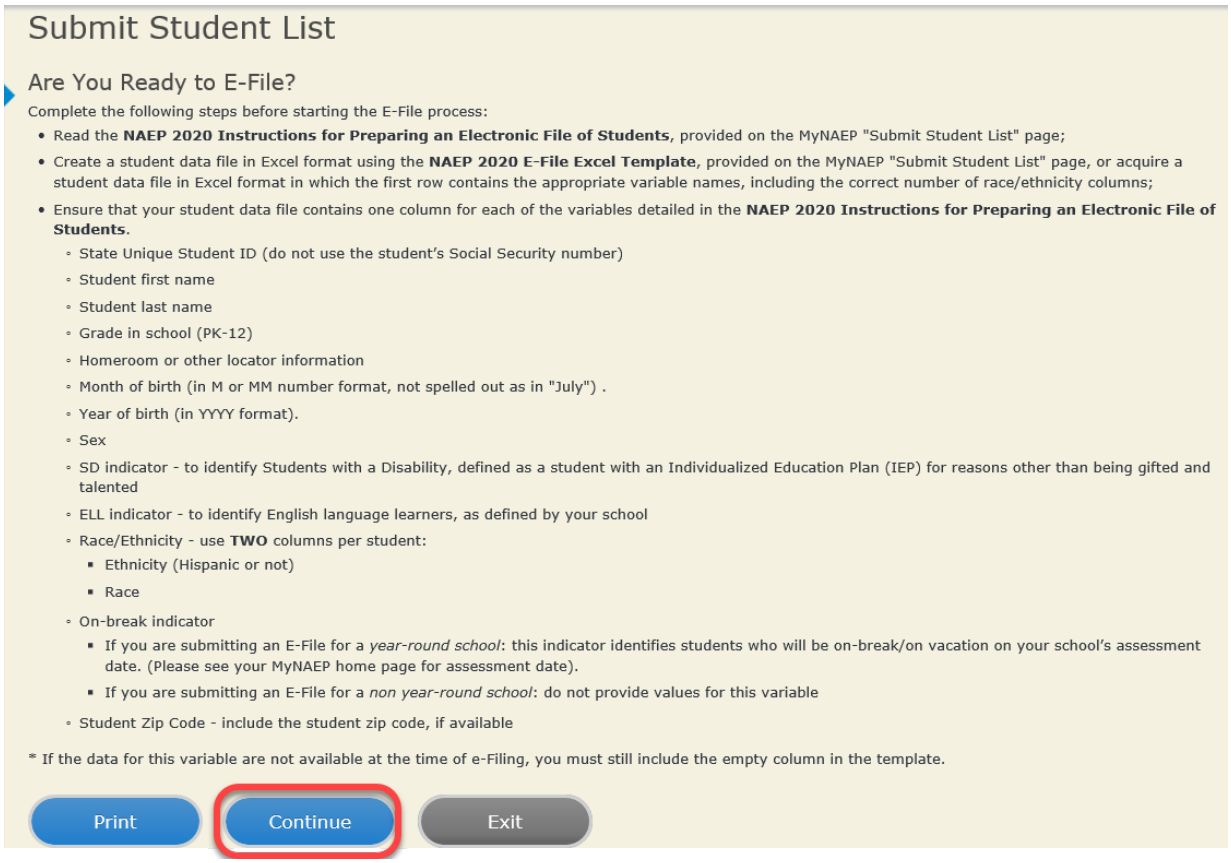
Step 3 – E-File

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.

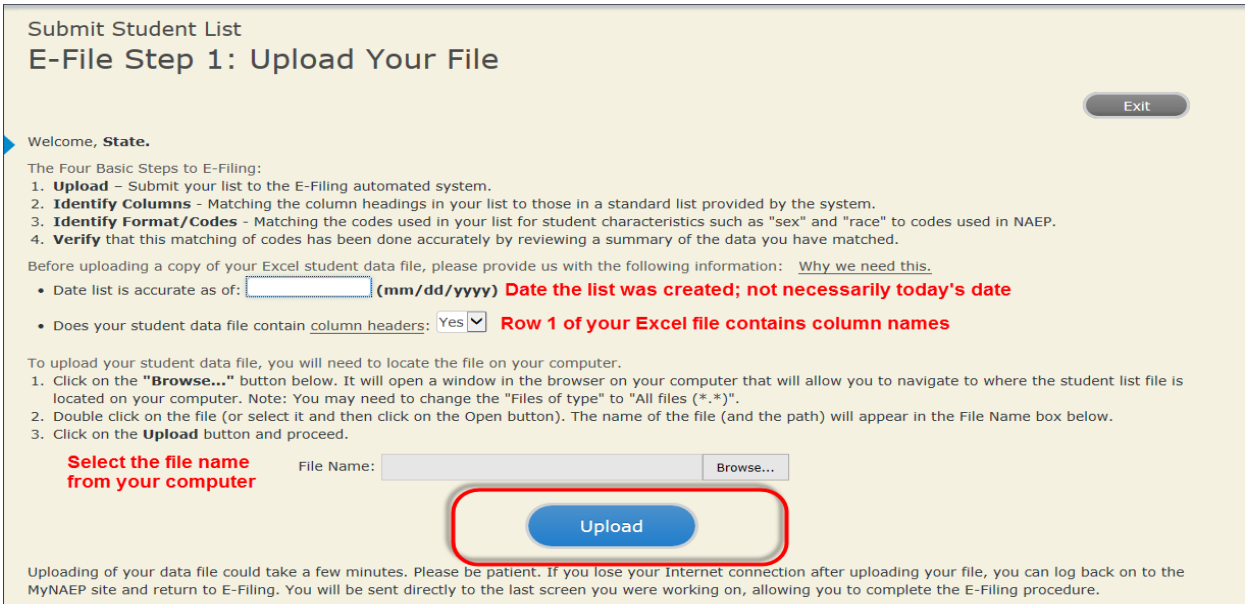
- Select the "Start E-Filing Age 9" button.



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

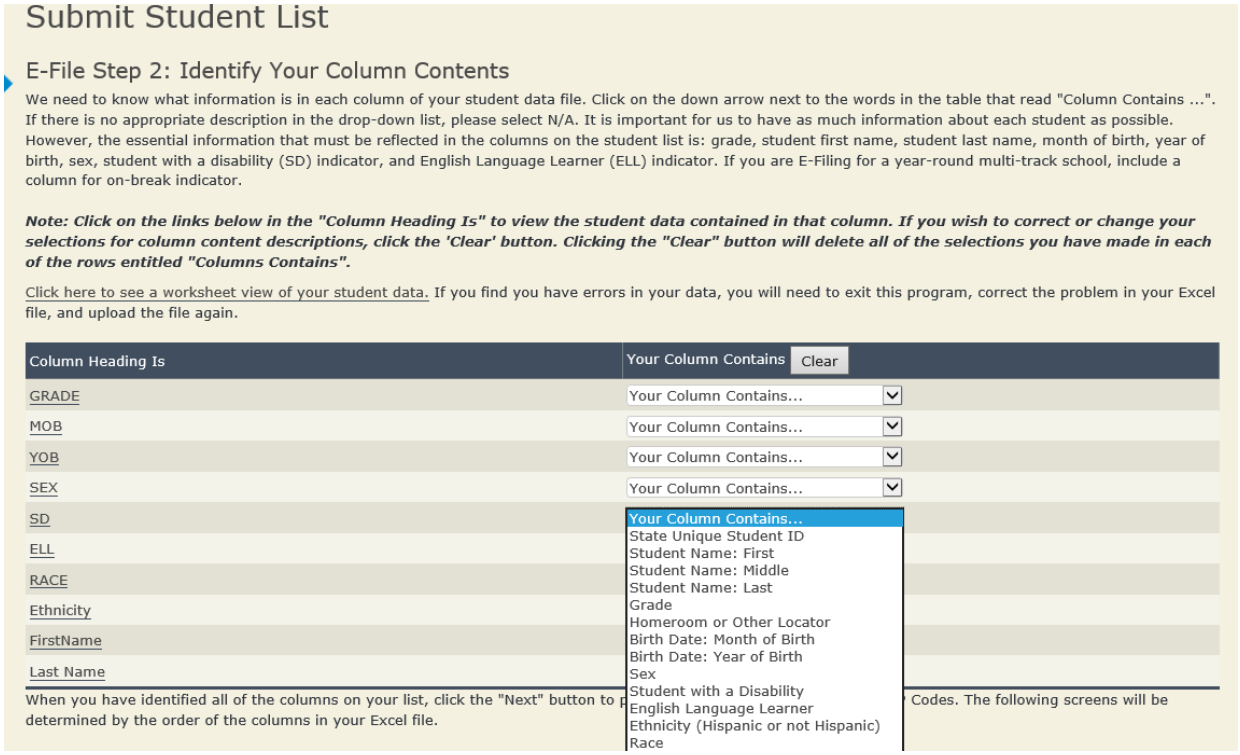


- Enter the required fields and then browse for the name of your file and select “Upload.”

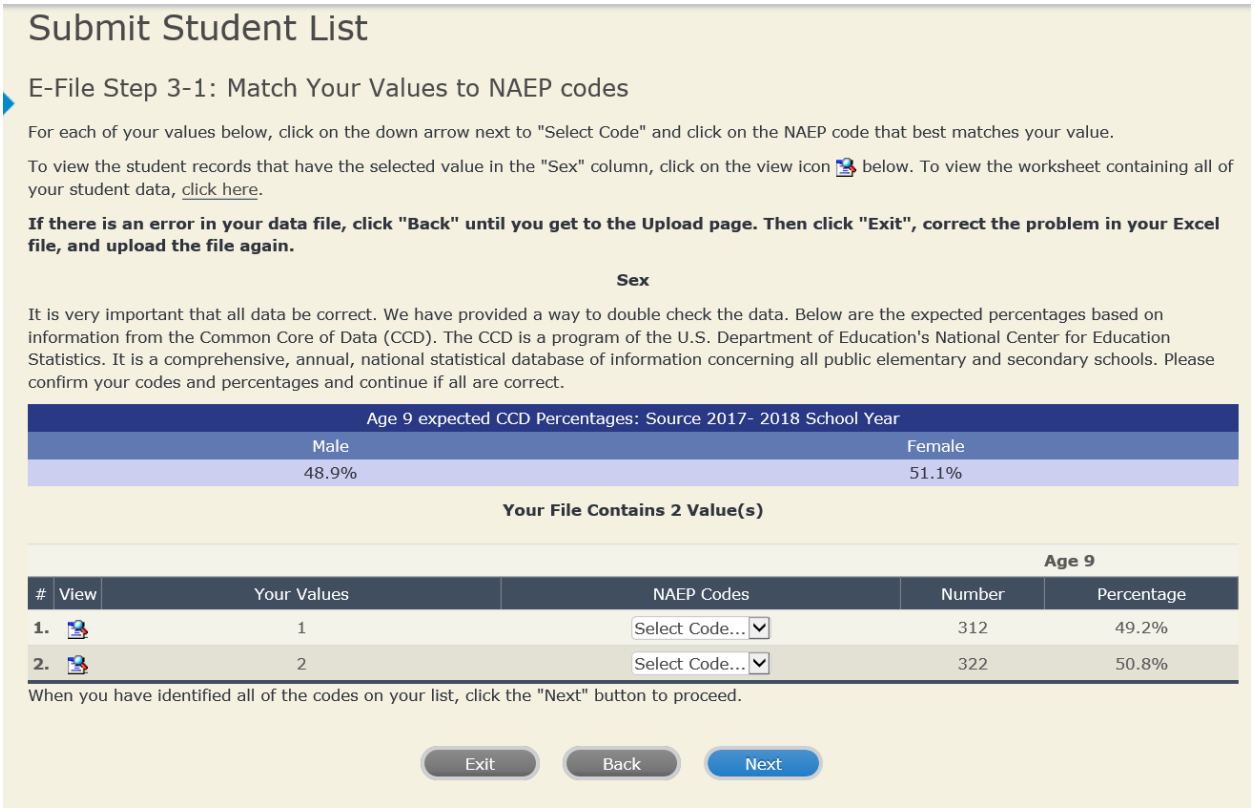


Step 4 – Map Your Columns and Rows to NAEP Values

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.



Shown below 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

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, click "Back" until you get to the Upload page. Then click "Exit", 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.

Age 9 expected CCD Percentages: Source 2017- 2018 School Year	
Male	Female
48.9%	51.1%

Your File Contains 2 Value(s)

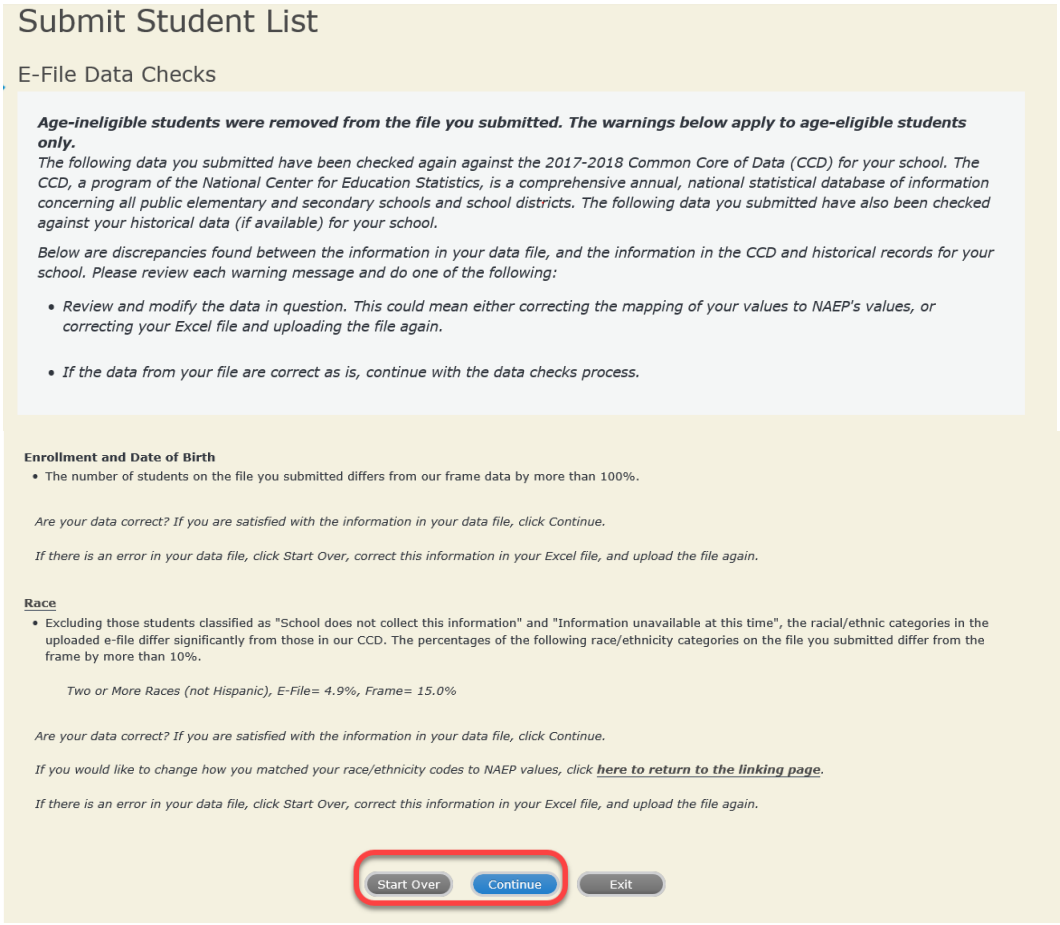
				Age 9	
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code...	312	49.2%
2.		2	Select Code...	322	50.8%

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

Exit Back Next

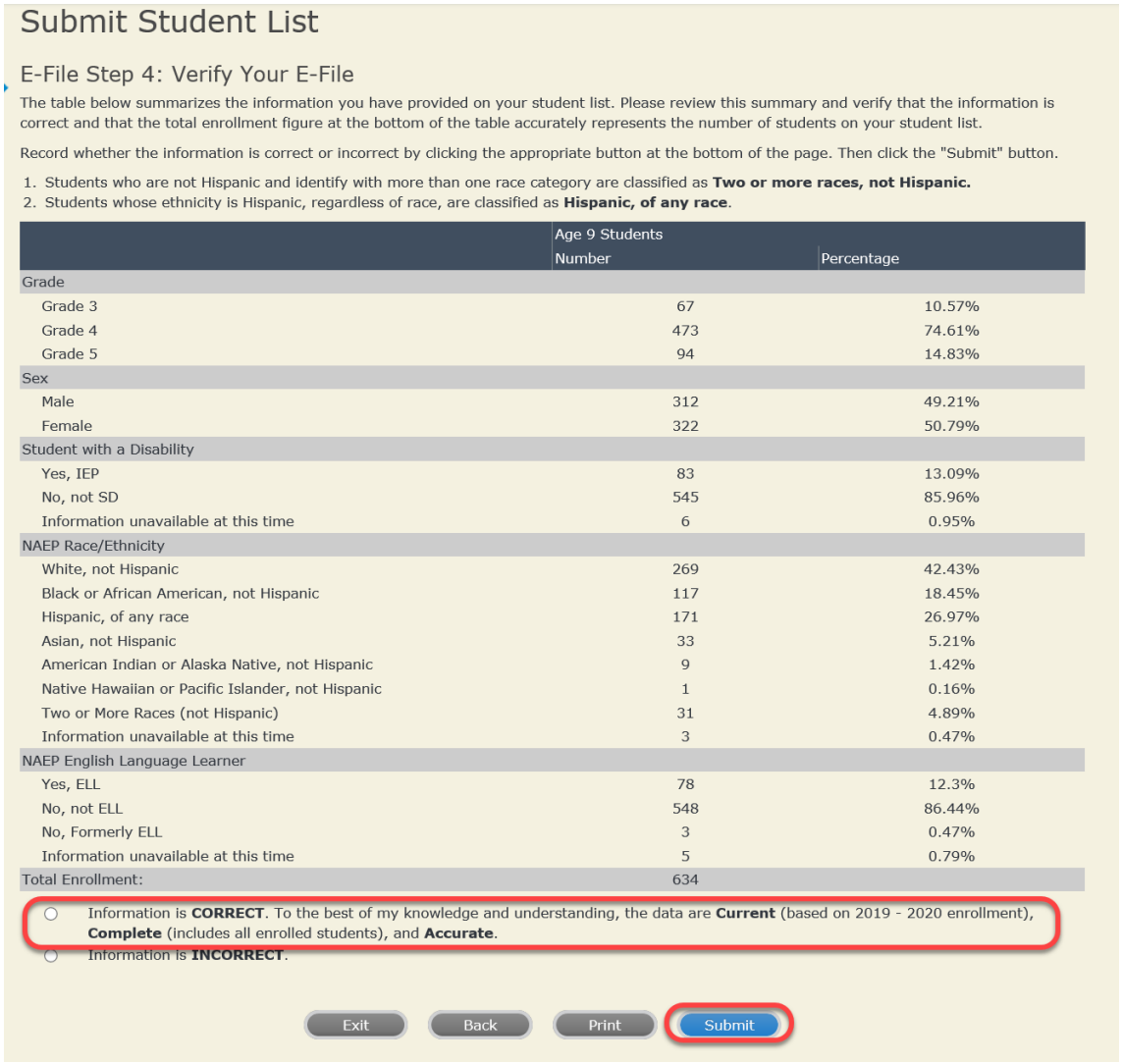
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 9 Students	
	Number	Percentage
Grade		
Grade 3	67	10.57%
Grade 4	473	74.61%
Grade 5	94	14.83%
Sex		
Male	312	49.21%
Female	322	50.79%
Student with a Disability		
Yes, IEP	83	13.09%
No, not SD	545	85.96%
Information unavailable at this time	6	0.95%
NAEP Race/Ethnicity		
White, not Hispanic	269	42.43%
Black or African American, not Hispanic	117	18.45%
Hispanic, of any race	171	26.97%
Asian, not Hispanic	33	5.21%
American Indian or Alaska Native, not Hispanic	9	1.42%
Native Hawaiian or Pacific Islander, not Hispanic	1	0.16%
Two or More Races (not Hispanic)	31	4.89%
Information unavailable at this time	3	0.47%
NAEP English Language Learner		
Yes, ELL	78	12.3%
No, not ELL	548	86.44%
No, Formerly ELL	3	0.47%
Information unavailable at this time	5	0.79%
Total Enrollment:	634	

○ Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.

○ Information is **INCORRECT**.

Exit Back Print Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-1e: Age 9 students, six columns with National School Lunch Program

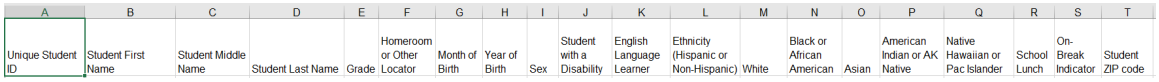
NAEP 2019–2020 LTT 9 Instructions for Preparing and Submitting an Electronic File of St ıts (Six Columns Race/Ethnicity)

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	P	Q	R	S	T
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	Ethnicity (Hispanic or Non-Hispanic)	White	Black or African American	Asian	American Indian or AK Native	Native Hawaiian or Pac Islander	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 **January 1, 2010** and **December 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 data for **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,[7] 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. 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 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 below: 2010	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Ethnicity (Hispanic or not)	School-defined codes for: • ***Yes, Hispanic***: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***No, Not Hispanic*** • ***Information unavailable at this time****:* 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

[7] 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
Race: White	• ***Yes, White**: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East* • ***No, not White*** • ***Information unavailable at this time***: 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: Black or African American	• ***Yes, Black**: A person having origins in any of the Black peoples of Africa* • ***No, not Black*** • ***Information unavailable at this time**: 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.*	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: Asian	• ***Yes, Asian**: 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* • ***No, not Asian*** • ***Information unavailable at this time**: 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.*	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: American Indian or Alaska Native	• ***Yes, American Indian or Alaska Native**: 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* • ***No, not American Indian or Alaska Native*** • ***Information unavailable at this time**: 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.*	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

Excel Header/ Field Name	NAEP Values	Comments
Race: Native Hawaiian or Pacific Islander	• ***Yes, Native Hawaiian or Pacific Islander****:* A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***No, not Native Hawaiian or Pacific Islander*** • ***Information unavailable at this time****:* 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
National School Lunch Program (NSLP)	School defined codes for: • ***Student not eligible to participate****:* Student is not eligible for free or reduced-price lunch • ***Free lunch****:* Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch." [8] • ***Reduced price lunch****:* Student is eligible for reduced-price lunch • ***School not participating****:* School does not participate in the NSLP. When used, this code must be applied to all students. • ***Information unavailable at this time****:* 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. ***SPECIAL INSTRUCTIONS FOR CEP SCHOOLS****:* ***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***. ----------	Use **ONE** code per student, text or numeric

[8] If it is not possible to distinguish between "free" and "reduced-price" for some students, code these students as eligible for free lunch

<table>
<tr><th>Excel Header/ Field Name</th><th>NAEP Values</th><th>Comments</th></tr>
<tr><td></td><td>
CEP Direct Only

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).

Please code your students as follows:

<table>
<tr><th>Is the student economically disadvantaged?</th><th>How should student be coded on NAEP?</th></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>

CEP Direct Certification Plus

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.

Please code your students as follows:

<table>
<tr><th>Is the student economically disadvantaged?</th><th>How should student be coded on NAEP?</th></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>

</td><td></td></tr>
</table>

<table>
<tr><th>Excel Header/ Field Name</th><th>NAEP Values</th><th>Comments</th></tr>
<tr><td></td><td>CEP All

In our state, all students in CEP schools are considered economically disadvantaged.

Please code your students as follows:

<table><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></td><td></td></tr>
<tr><td>Students with Disabilities (SD)</td><td>School-defined codes for:
• Yes, IEP: Student has a formal Individualized Education Program (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.”
• No, not SD: Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”
• Information unavailable at this time: 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.</td><td>Use ONE code per student, text or numeric</td></tr>
<tr><td>English Language Learner (ELL)</td><td>School-defined codes for:
• Yes, ELL
• No, Not ELL
• No, Formerly ELL: 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.
• Information unavailable at this time: 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.</td><td>Use ONE code per student, text or numeric</td></tr>
<tr><td>On-Break Indicator</td><td>School-defined code</td><td>Only for year-round schools; column can be left off if school is not year-round</td></tr>
<tr><td>Student ZIP Code</td><td>Numeric only</td><td>If available; format can be 5 digits or 5 plus 4</td></tr>
</table>

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.

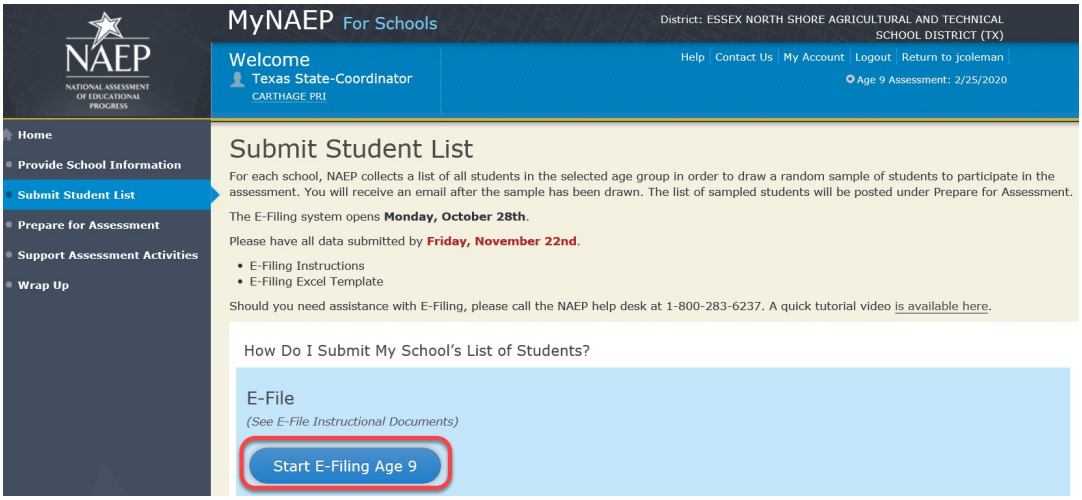
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.

- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

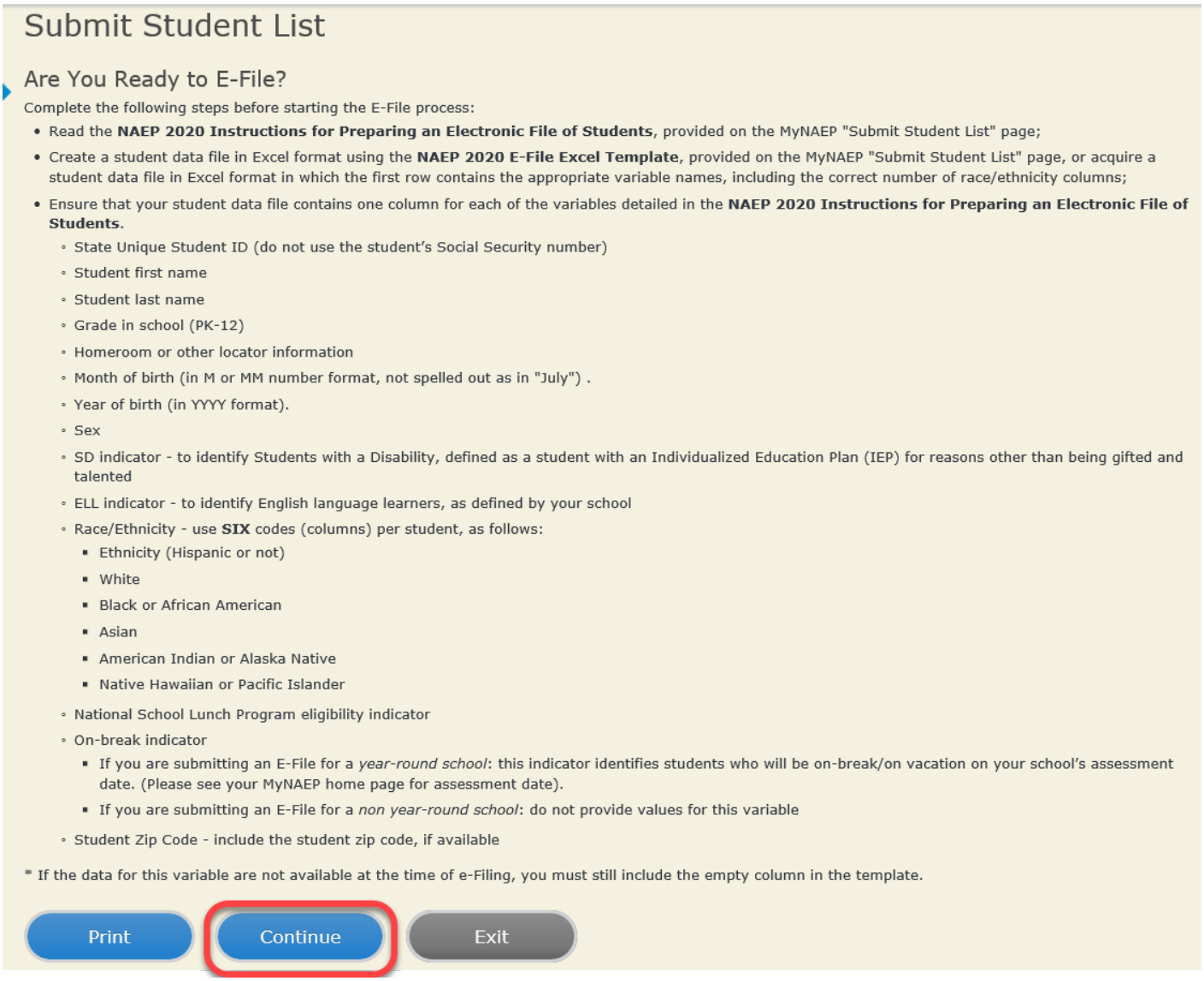
Step 3 – E-File

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 Age 9" button.



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



Submit Student List

Are You Ready to E-File?

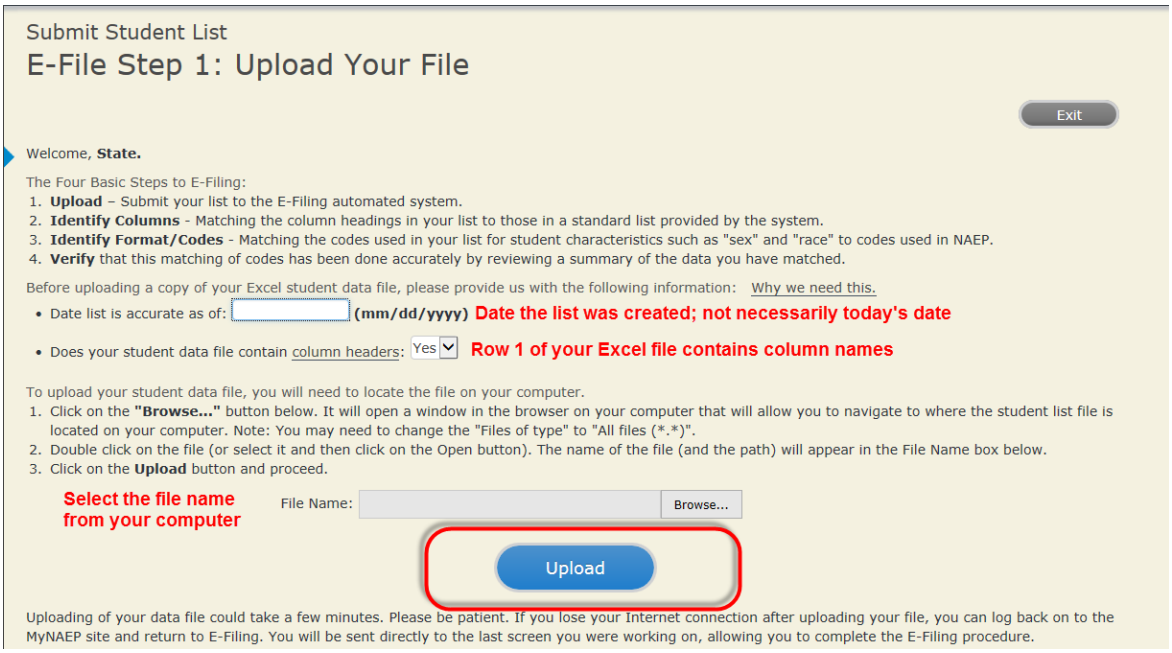
Complete the following steps before starting the E-File process:

- Read the **NAEP 2020 Instructions for Preparing an Electronic File of Students**, provided on the MyNAEP "Submit Student List" page;
- Create a student data file in Excel format using the **NAEP 2020 E-File Excel Template**, provided on the MyNAEP "Submit Student List" page, or acquire a student data file in Excel format in which the first row contains the appropriate variable names, including the correct number of race/ethnicity columns;
- Ensure that your student data file contains one column for each of the variables detailed in the **NAEP 2020 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 **SIX** codes (columns) per student, as follows:
    - Ethnicity (Hispanic or not)
    - White
    - Black or African American
    - Asian
    - American Indian or Alaska Native
    - Native Hawaiian or Pacific Islander
  - 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.

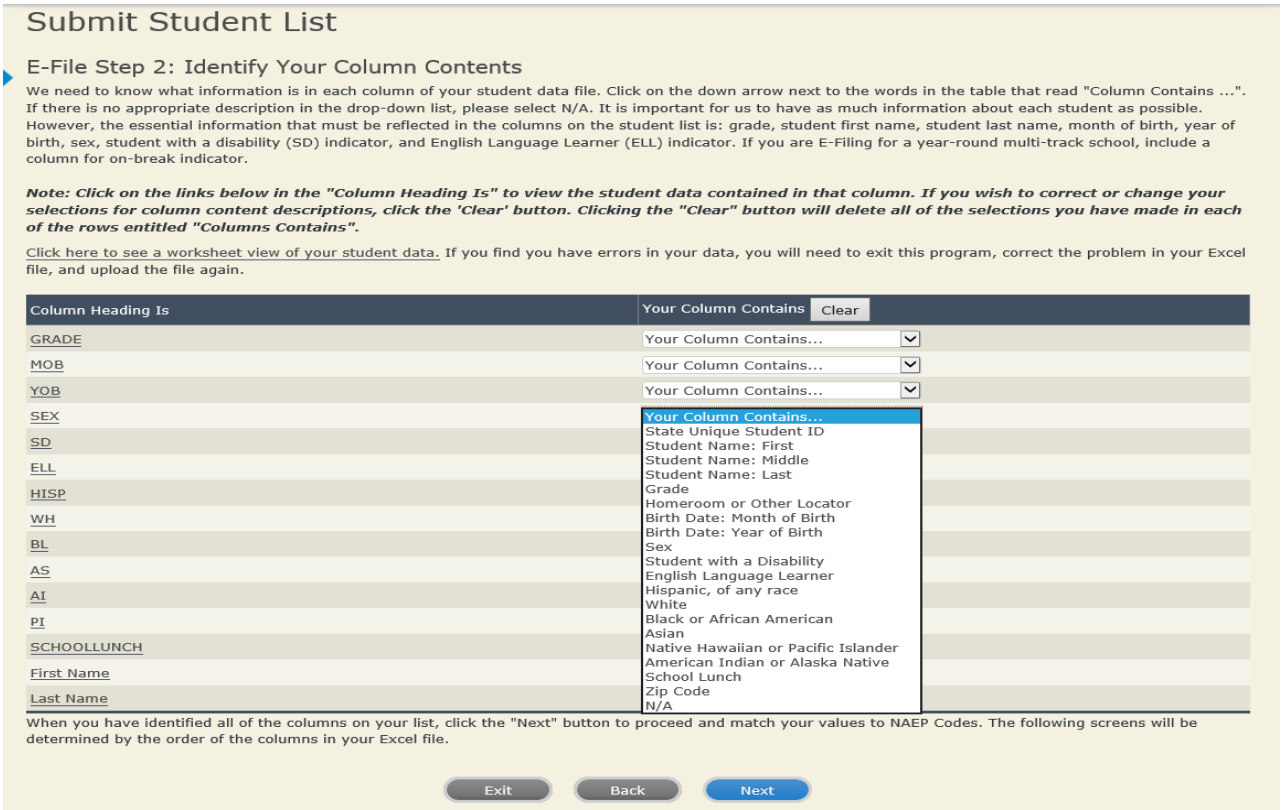
Print | Continue | Exit

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

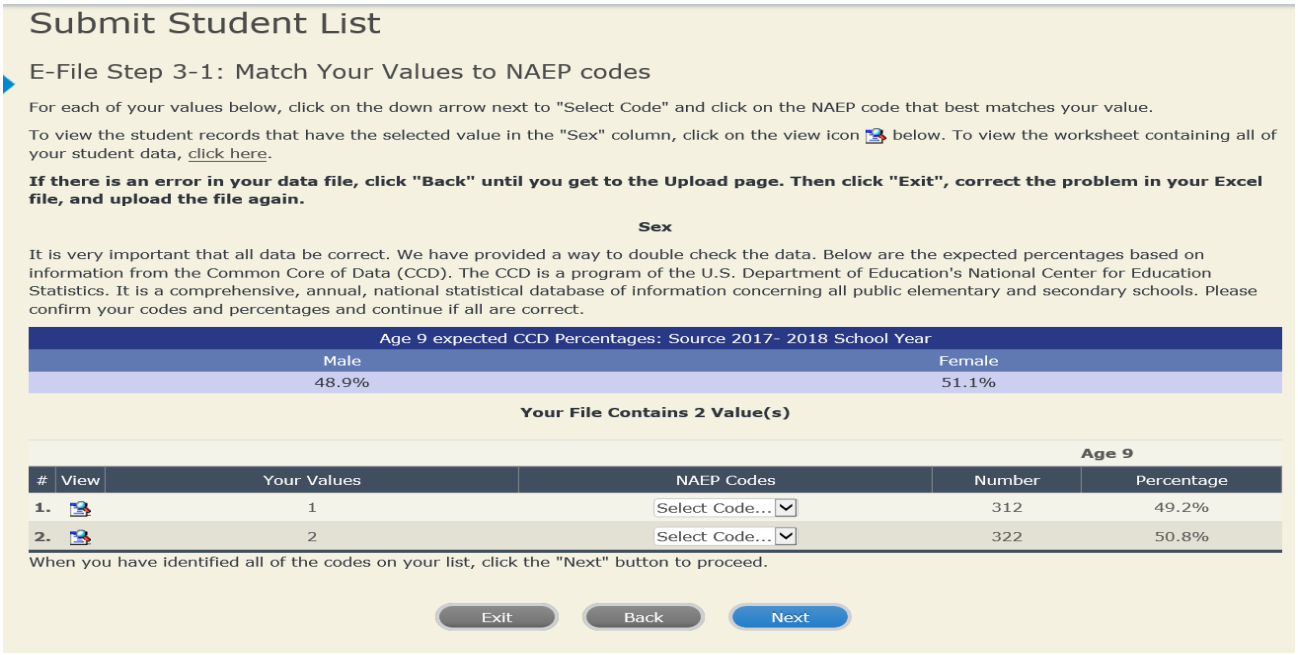

Submit Student List
E-File Step 1: Upload Your File
Exit
Welcome, State.
The Four Basic Steps to E-Filing:
1. Upload – Submit your list to the E-Filing automated system.
2. Identify Columns - Matching the column headings in your list to those in a standard list provided by the system.
3. Identify Format/Codes - 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: Yes 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:
Browse...
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.



Shown below 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

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, click "Back" until you get to the Upload page. Then click "Exit", 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.

Age 9 expected CCD Percentages: Source 2017- 2018 School Year	
Male	Female
48.9%	51.1%

Your File Contains 2 Value(s)

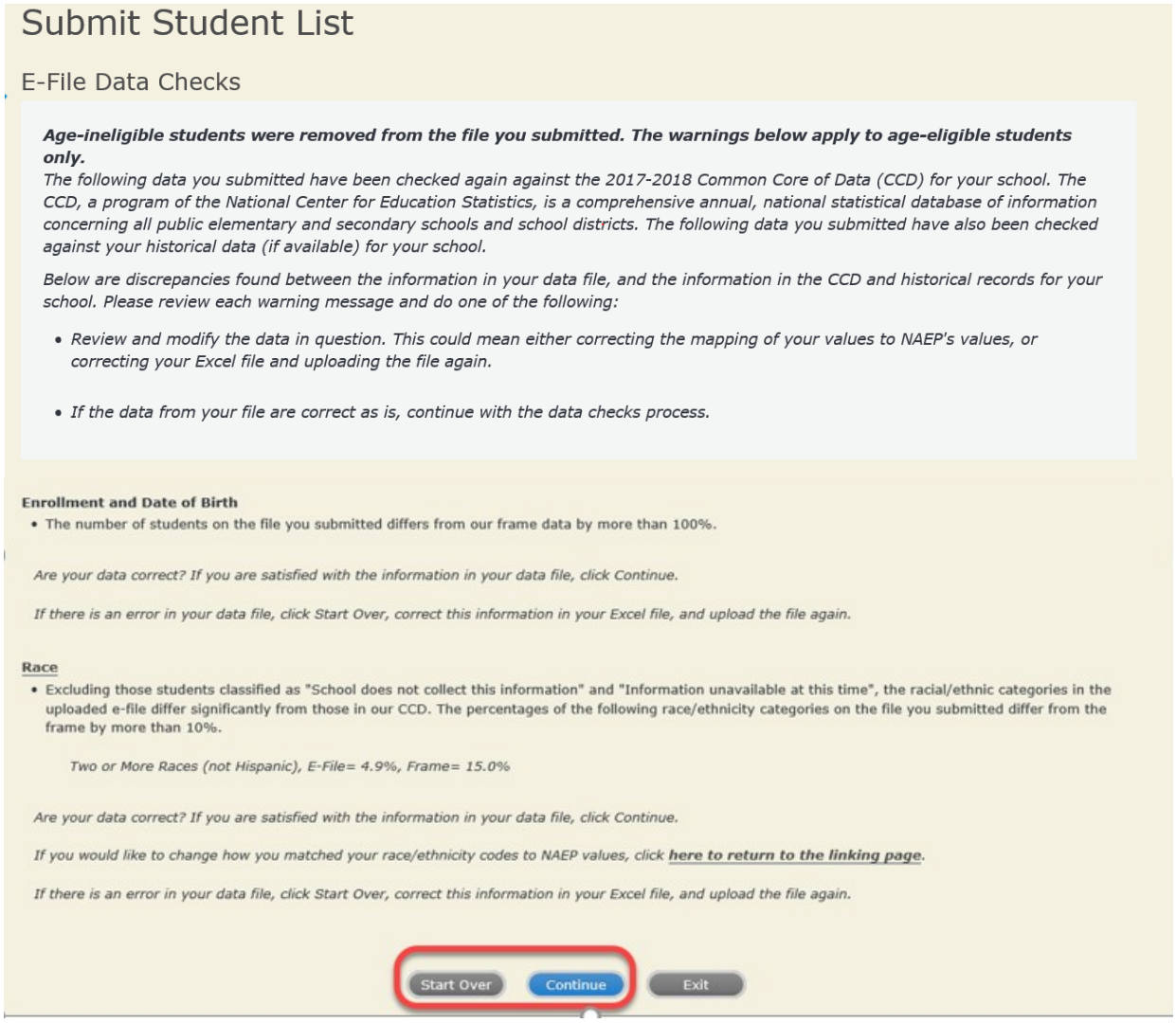
				Age 9	
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code...	312	49.2%
2.		2	Select Code...	322	50.8%

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

Exit Back Next

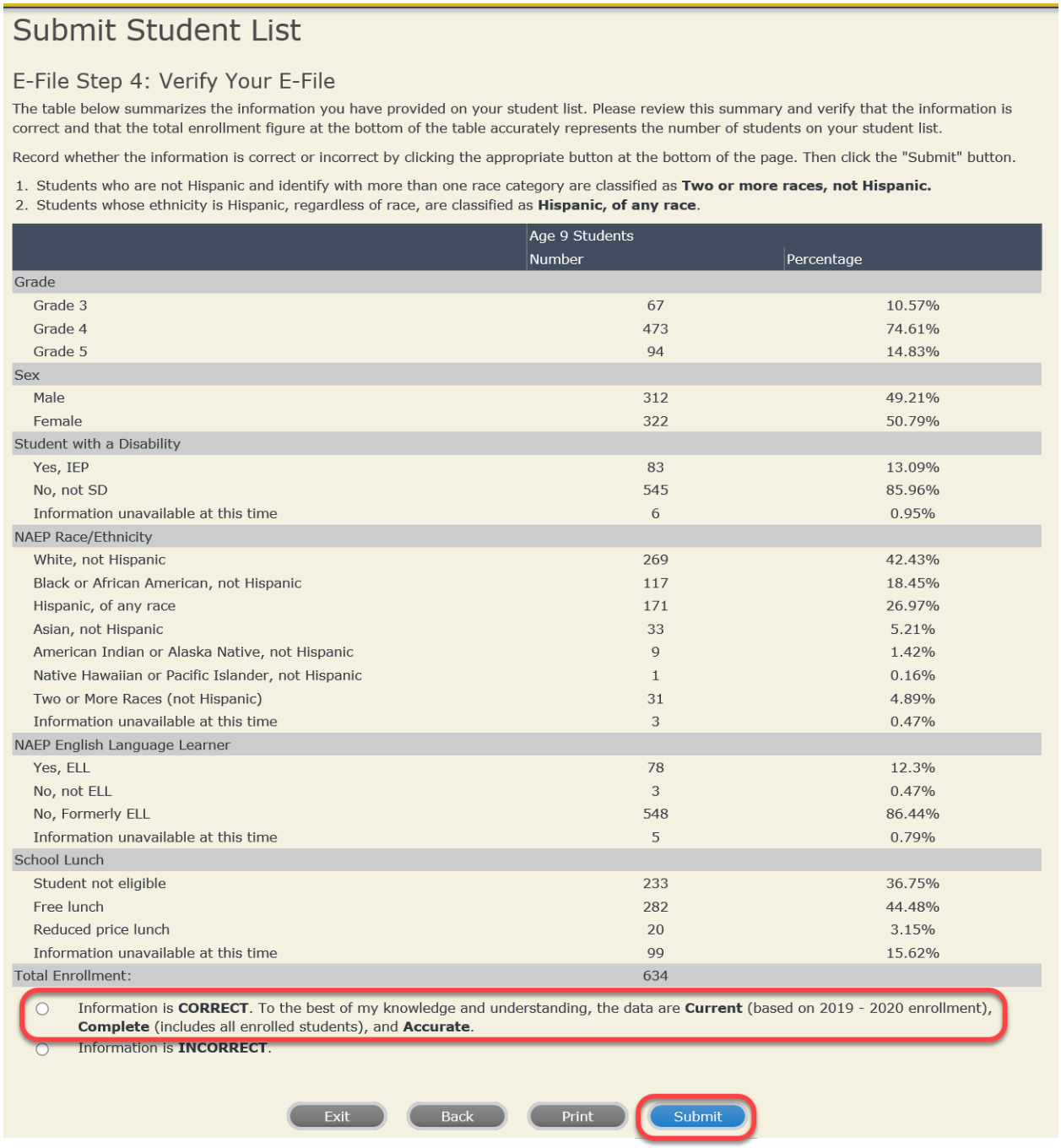
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 9 Students	
	Number	Percentage
Grade		
Grade 3	67	10.57%
Grade 4	473	74.61%
Grade 5	94	14.83%
Sex		
Male	312	49.21%
Female	322	50.79%
Student with a Disability		
Yes, IEP	83	13.09%
No, not SD	545	85.96%
Information unavailable at this time	6	0.95%
NAEP Race/Ethnicity		
White, not Hispanic	269	42.43%
Black or African American, not Hispanic	117	18.45%
Hispanic, of any race	171	26.97%
Asian, not Hispanic	33	5.21%
American Indian or Alaska Native, not Hispanic	9	1.42%
Native Hawaiian or Pacific Islander, not Hispanic	1	0.16%
Two or More Races (not Hispanic)	31	4.89%
Information unavailable at this time	3	0.47%
NAEP English Language Learner		
Yes, ELL	78	12.3%
No, not ELL	3	0.47%
No, Formerly ELL	548	86.44%
Information unavailable at this time	5	0.79%
School Lunch		
Student not eligible	233	36.75%
Free lunch	282	44.48%
Reduced price lunch	20	3.15%
Information unavailable at this time	99	15.62%
Total Enrollment:	634	

○ Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.

○ Information is **INCORRECT**.

Exit Back Print Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-1f: Age 9 students, six columns without National School Lunch Program

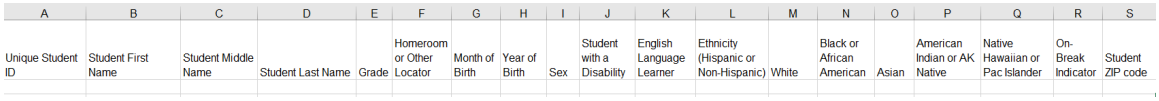
NAEP 2019–2020 LTT 9 Instructions for Preparing and Submitting an Electronic File of St ıts (Six Columns Race/Ethnicity)

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	P	Q	R	S
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	Ethnicity (Hispanic or Non-Hispanic)	White	Black or African American	Asian	American Indian or AK Native	Native Hawaiian or Pac Islander	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 **January 1, 2010** and **December 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 data for **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,[9] 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. 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 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 below: 2010	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Ethnicity (Hispanic or not)	School-defined codes for: • ***Yes, Hispanic***: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***No, Not Hispanic*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: White	• ***Yes, White****:* A person having origins in any of the original peoples of Europe, North Africa, or the Middle East • ***No, not White*** • ***Information unavailable at this time****:* 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

[9] 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
Race: Black or African American	• ***Yes, Black:*** A person having origins in any of the Black peoples of Africa • ***No, not Black*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: Asian	• ***Yes, Asian:*** 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 • ***No, not Asian*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: American Indian or Alaska Native	• ***Yes, American Indian or Alaska Native:*** 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 • ***No, not American Indian or Alaska Native*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: Native Hawaiian or Pacific Islander	• ***Yes, Native Hawaiian or Pacific Islander:*** A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***No, not Native Hawaiian or Pacific Islander*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Students with Disabilities (SD)	School-defined codes for: • ***Yes, IEP:*** Student has a formal Individualized Education Program (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." • ***No, not SD:*** Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." • ***Information unavailable at this time:*** 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.	Use **ONE** code per student, text or numeric

Excel Header/ Field Name	NAEP Values	Comments
English Language Learner (ELL)	School-defined codes for: • ***Yes, ELL*** • ***No, Not ELL*** • ***No, Formerly ELL:*** 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. • ***Information unavailable at this time:*** 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.	Use **ONE** 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.

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- 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.

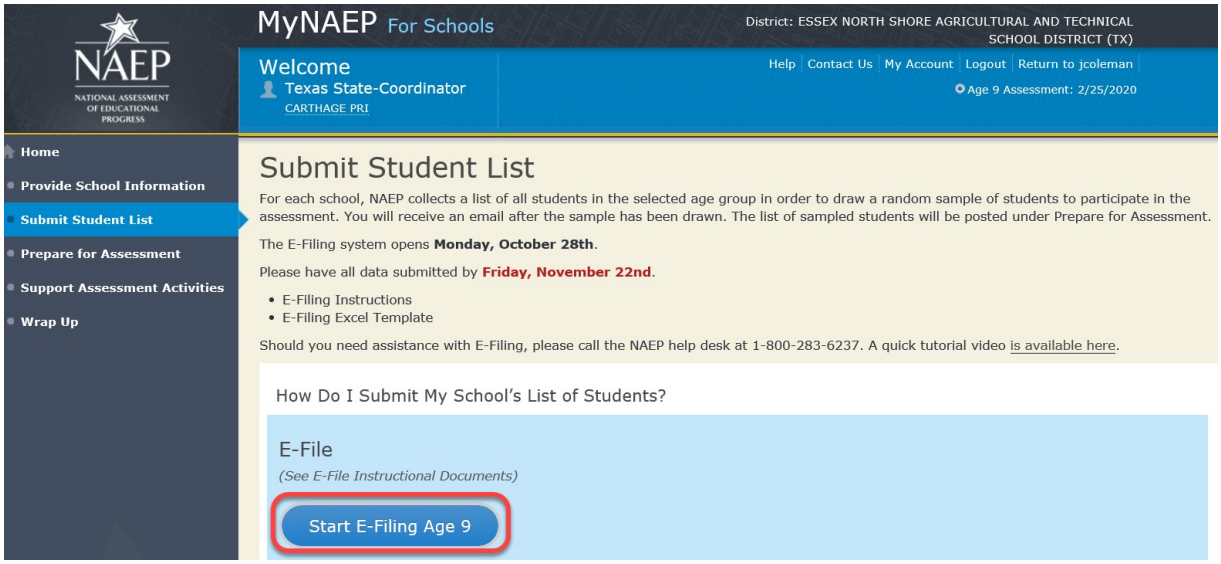
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.

- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

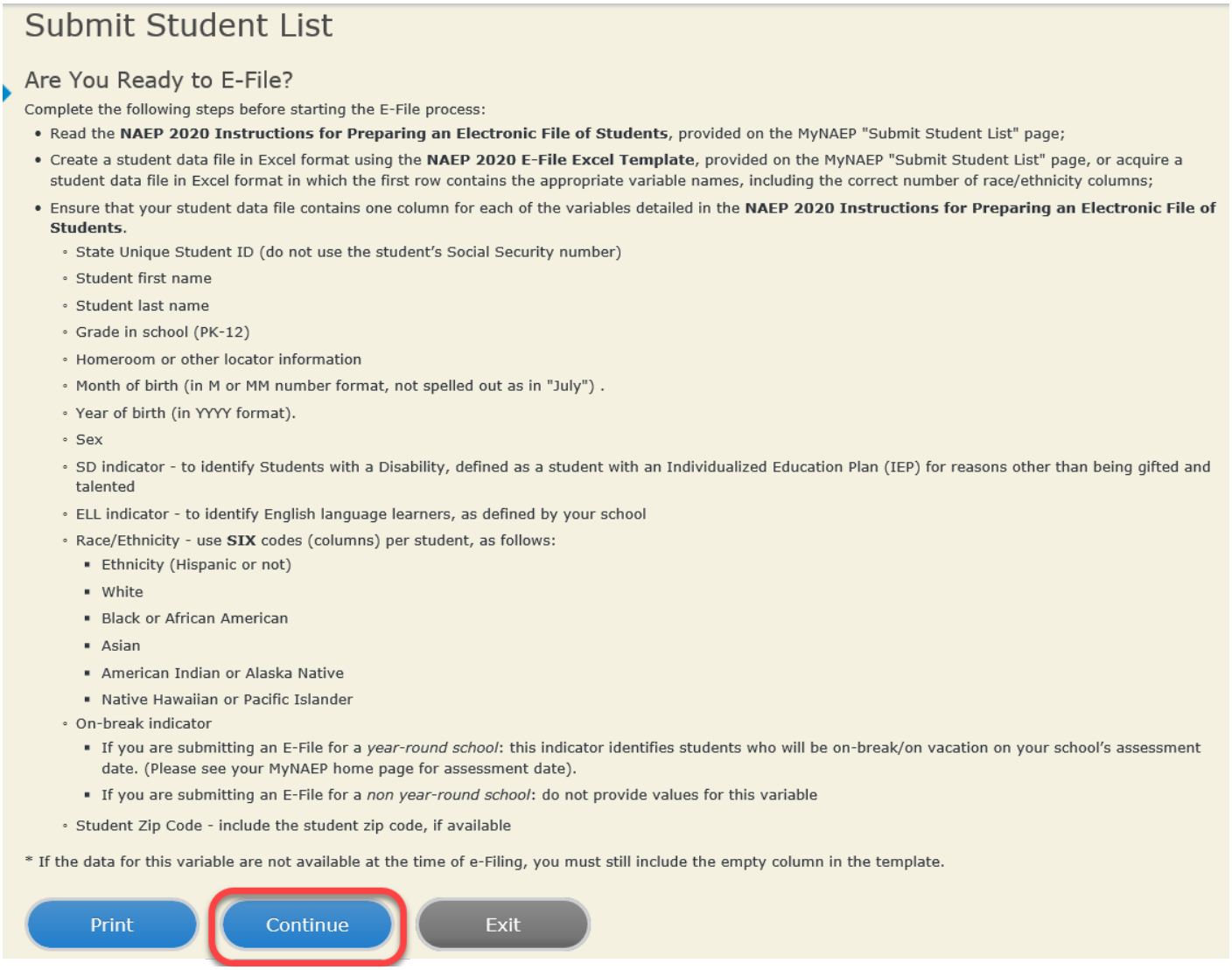
Step 3 – E-File

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.

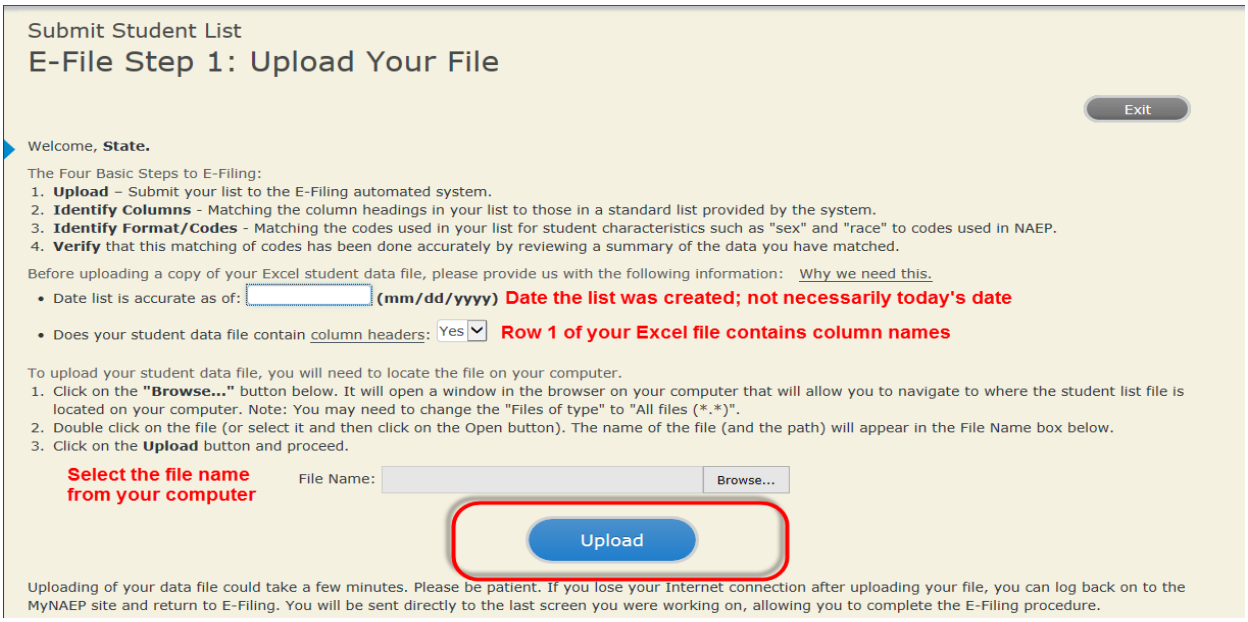
- Select the “Start E-Filing Age 9” button.



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



- 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
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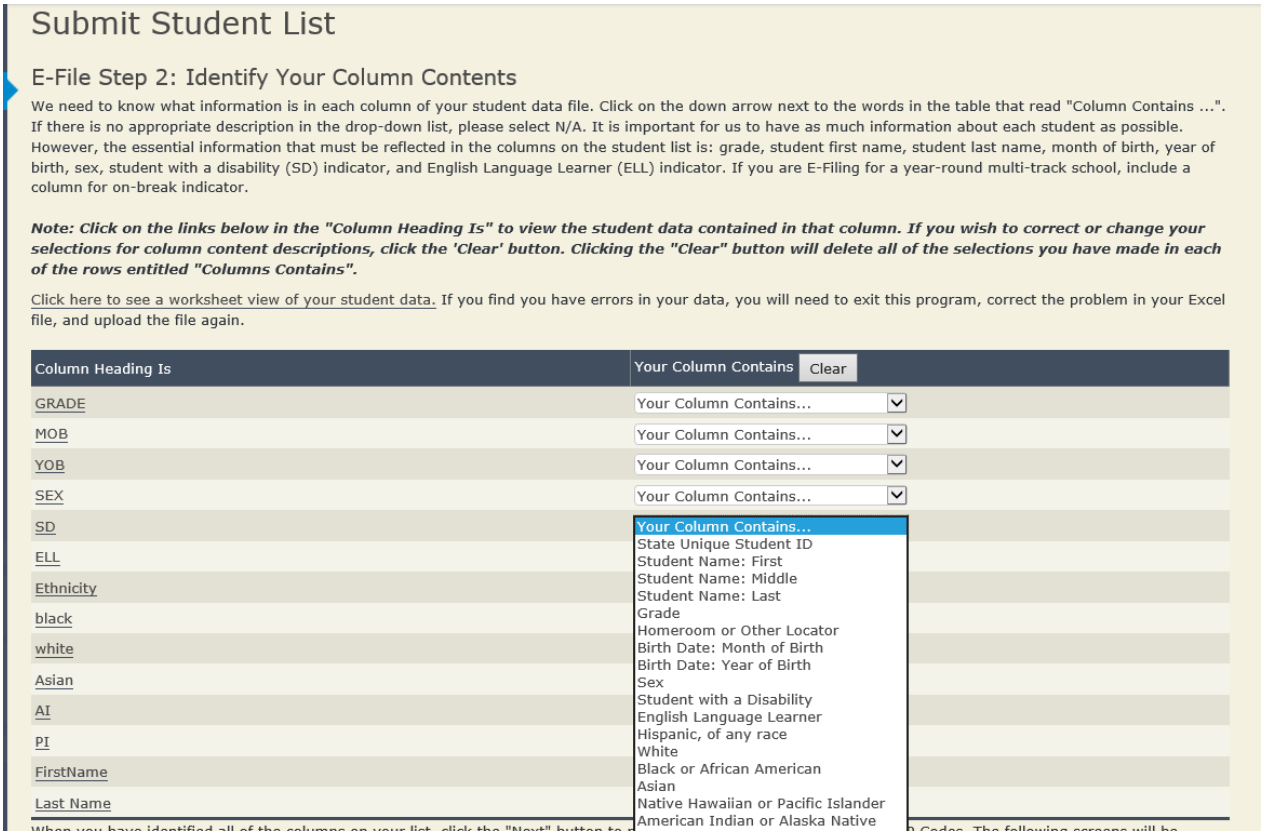
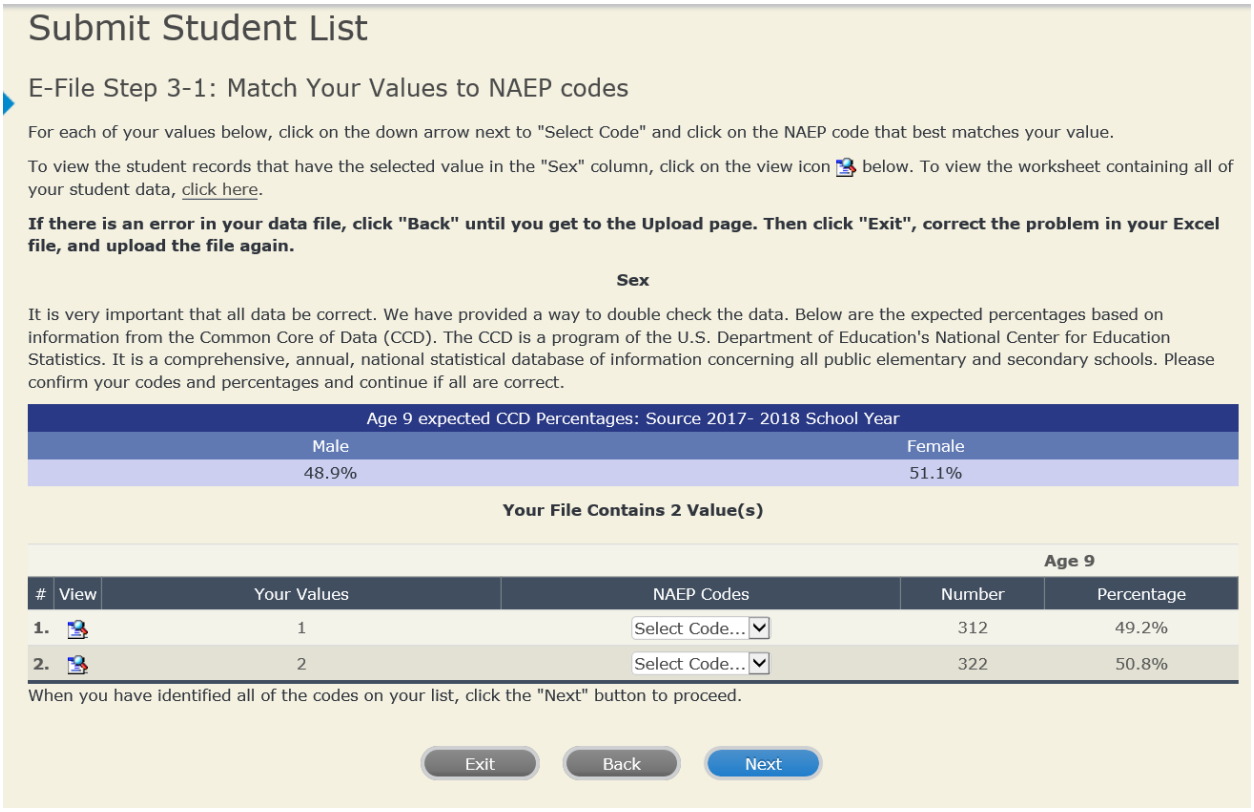
2. Identify Columns - Matching the column headings in your list to those in a standard list provided by the system.
3. Identify Format/Codes - Matching the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP.
4. Verify that this matching of codes has been 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: Yes 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:
Browse...
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.



Shown below 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

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, click "Back" until you get to the Upload page. Then click "Exit", 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.

Age 9 expected CCD Percentages: Source 2017- 2018 School Year	
Male	Female
48.9%	51.1%

Your File Contains 2 Value(s)

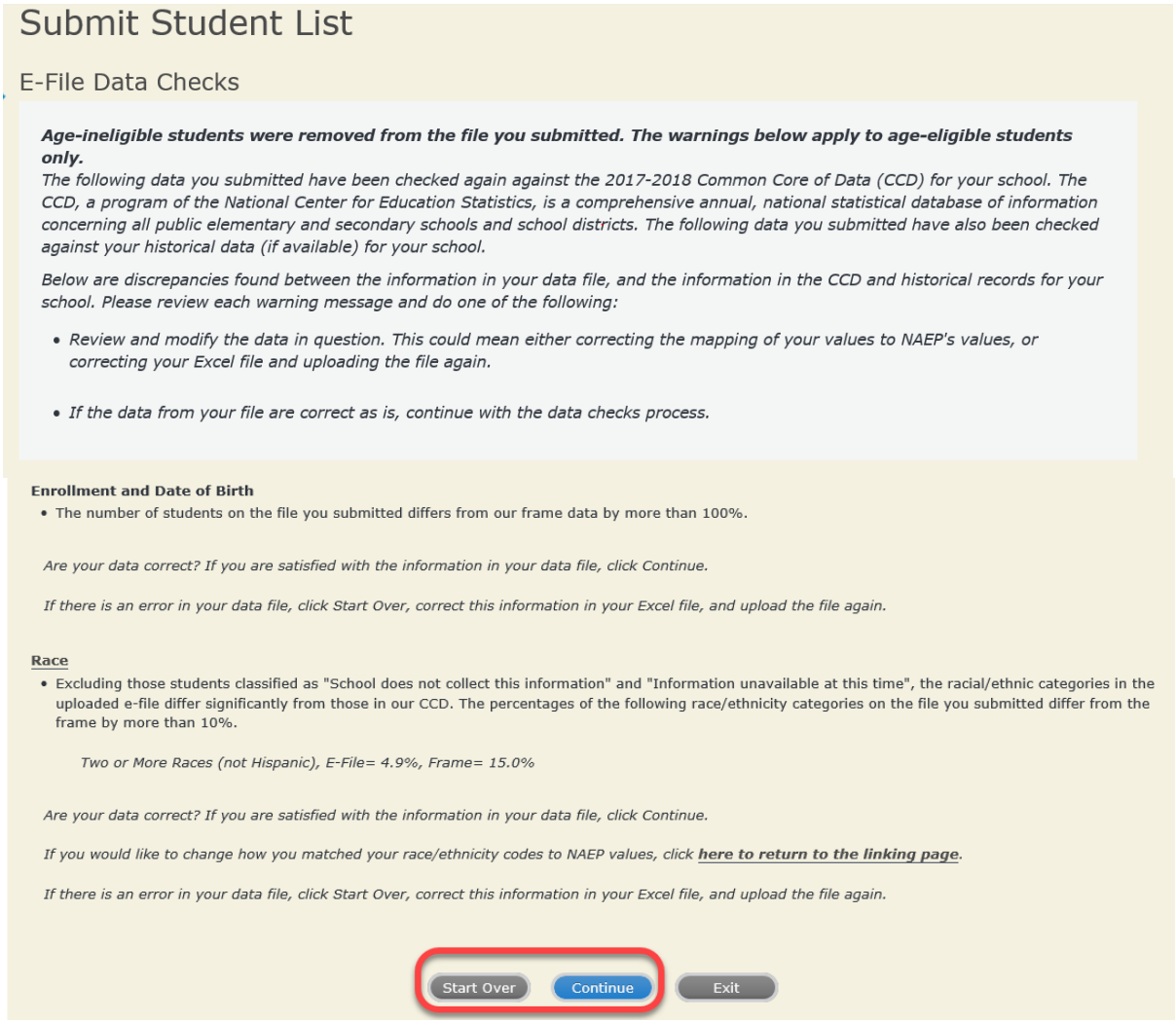
				Age 9	
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code...	312	49.2%
2.		2	Select Code...	322	50.8%

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

Exit Back Next

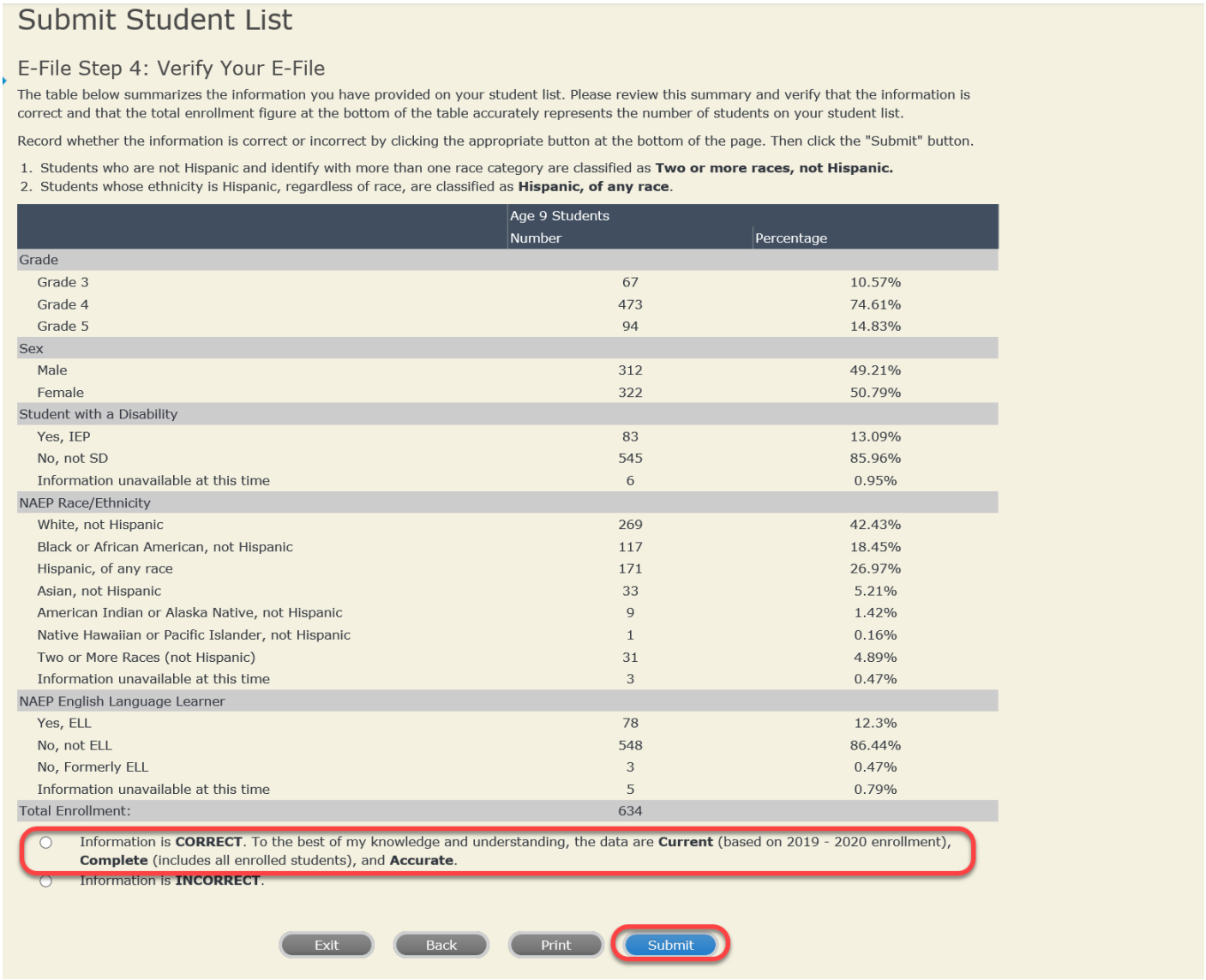
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 9 Students	
	Number	Percentage
Grade		
Grade 3	67	10.57%
Grade 4	473	74.61%
Grade 5	94	14.83%
Sex		
Male	312	49.21%
Female	322	50.79%
Student with a Disability		
Yes, IEP	83	13.09%
No, not SD	545	85.96%
Information unavailable at this time	6	0.95%
NAEP Race/Ethnicity		
White, not Hispanic	269	42.43%
Black or African American, not Hispanic	117	18.45%
Hispanic, of any race	171	26.97%
Asian, not Hispanic	33	5.21%
American Indian or Alaska Native, not Hispanic	9	1.42%
Native Hawaiian or Pacific Islander, not Hispanic	1	0.16%
Two or More Races (not Hispanic)	31	4.89%
Information unavailable at this time	3	0.47%
NAEP English Language Learner		
Yes, ELL	78	12.3%
No, not ELL	548	86.44%
No, Formerly ELL	3	0.47%
Information unavailable at this time	5	0.79%
Total Enrollment:	634	

- ○ Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.
- ○ Information is **INCORRECT**.

Exit | Back | Print | Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-2: Age 13 students

Appendix H2-2a: Age 13 students, one column with National School Lunch Program

NAEP 2019–2020 LTT 13 Instructions for Preparing and Submitting an Electronic File of St ıts (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 **January 1, 2006** and **December 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 data for **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,[10] 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. 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 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 below: 2006	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female

[10] 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
Race/Ethnicity – one column	School-defined codes for: • ***Hispanic, of any race***: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***White, not Hispanic***: A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East • ***Black or African American, not Hispanic****:* A person having origins in any of the Black peoples of Africa • ***Asian, not Hispanic****:* 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 • ***American Indian or Alaska Native, not Hispanic****:* 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 • ***Native Hawaiian or Pacific Islander, not Hispanic****:* A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***Two or More Races, not Hispanic****:* A person who identifies with two or more of the non-Hispanic categories above • ***School does not collect this information****:* Available to nonpublic schools only. When used, this code must be applied to all students. • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric
National School Lunch Program (NSLP)	School defined codes for: • ***Student not eligible to participate****:* Student is not eligible for free or reduced-price lunch • ***Free lunch****:* Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch."[11] • ***Reduced-price lunch****:* Student is eligible for reduced-price lunch • ***School not participating****:* School does not participate in the NSLP. When used, this code must be applied to all students. • ***Information unavailable at this time****:* 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. ***SPECIAL INSTRUCTIONS FOR CEP SCHOOLS****: 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**. --- ---	Use **ONE** code per student, text or numeric

[11] If it is not possible to distinguish between "free" and "reduced-price" for some students, code these students as eligible for free lunch.

<table>
<tr><th>Excel Header/
Field Name</th><th>NAEP Values</th><th>Comments</th></tr>
<tr><td></td><td>

CEP Direct Only

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).

Please code your students as follows:

<table>
<tr><th>Is the student economically disadvantaged?</th><th>How should student be coded on NAEP?</th></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>

CEP Direct Certification Plus

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.

Please code your students as follows:

<table>
<tr><th>Is the student economically disadvantaged?</th><th>How should student be coded on NAEP?</th></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>

CEP All

In our state, all students in CEP schools are considered economically disadvantaged.

Please code your students as follows:

<table>
<tr><th>Is the student economically disadvantaged?</th><th>How should student be coded on NAEP?</th></tr>
<tr><td>1. Yes</td><td>1. Eligible for free lunch</td></tr>
</table>

</td><td></td></tr>
</table>

Excel Header/ Field Name	NAEP Values	Comments
Students with Disabilities (SD)	School defined codes for: • ***Yes, IEP:*** Student has a formal Individualized Education Program (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." • ***No, not SD:*** Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." • ***Information unavailable at this time:*** 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.	Use **ONE** code per student, text or numeric
English Language Learner (ELL)	School-defined codes for: • ***Yes, ELL*** • ***No, Not ELL*** • ***No, Formerly ELL:*** 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. • ***Information unavailable at this time:*** 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.	Use **ONE** 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 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.

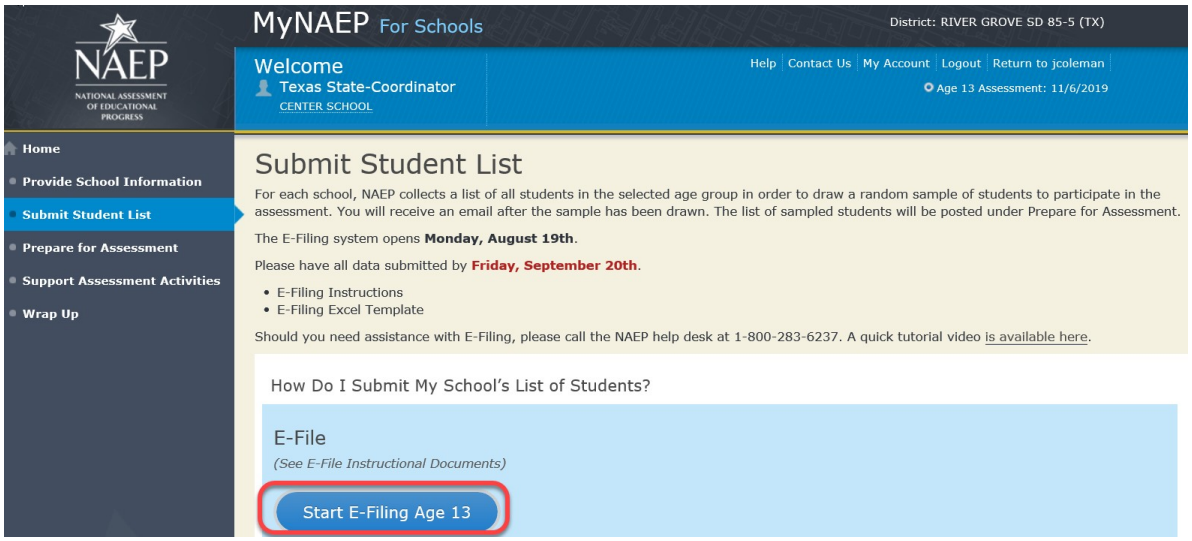
- If you merge or cut and paste data from another Excel file into the template, review the file afterward to be sure there are properly aligned student data in every row and there are no column headers or blank rows in the middle of the data.

- 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.

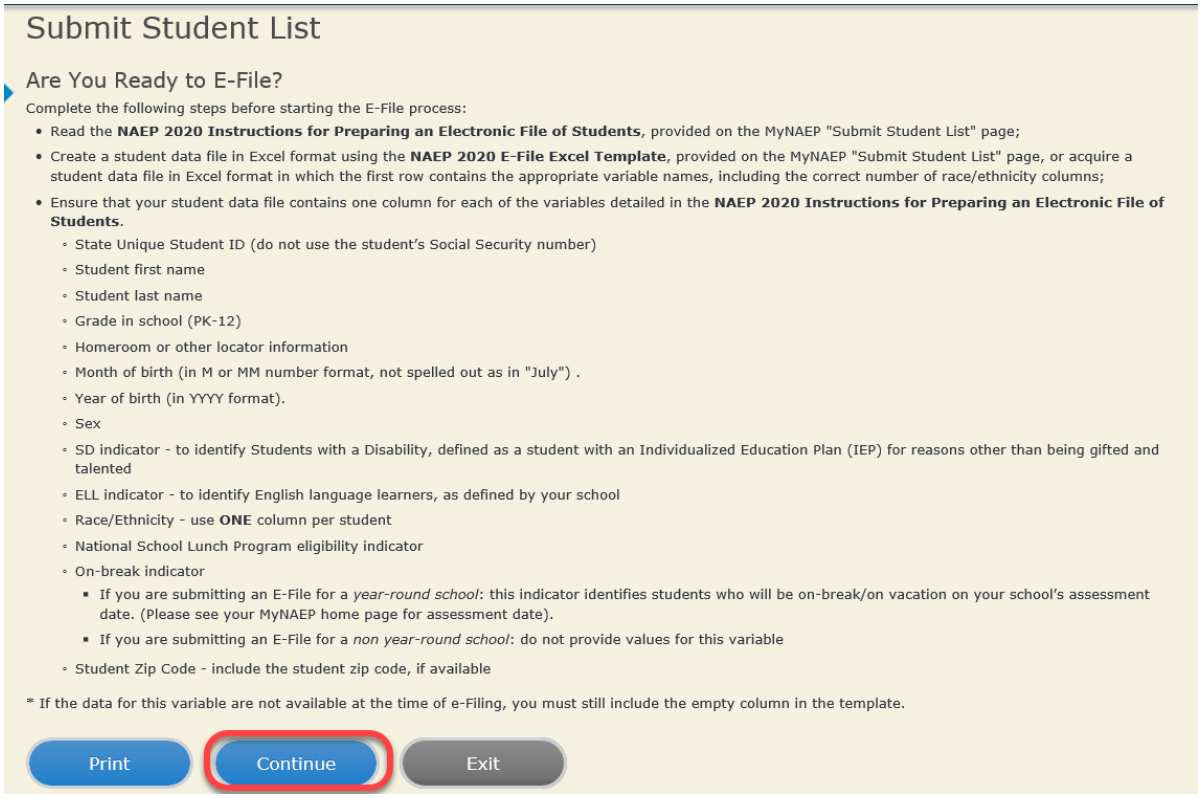
Step 3 – E-File

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.

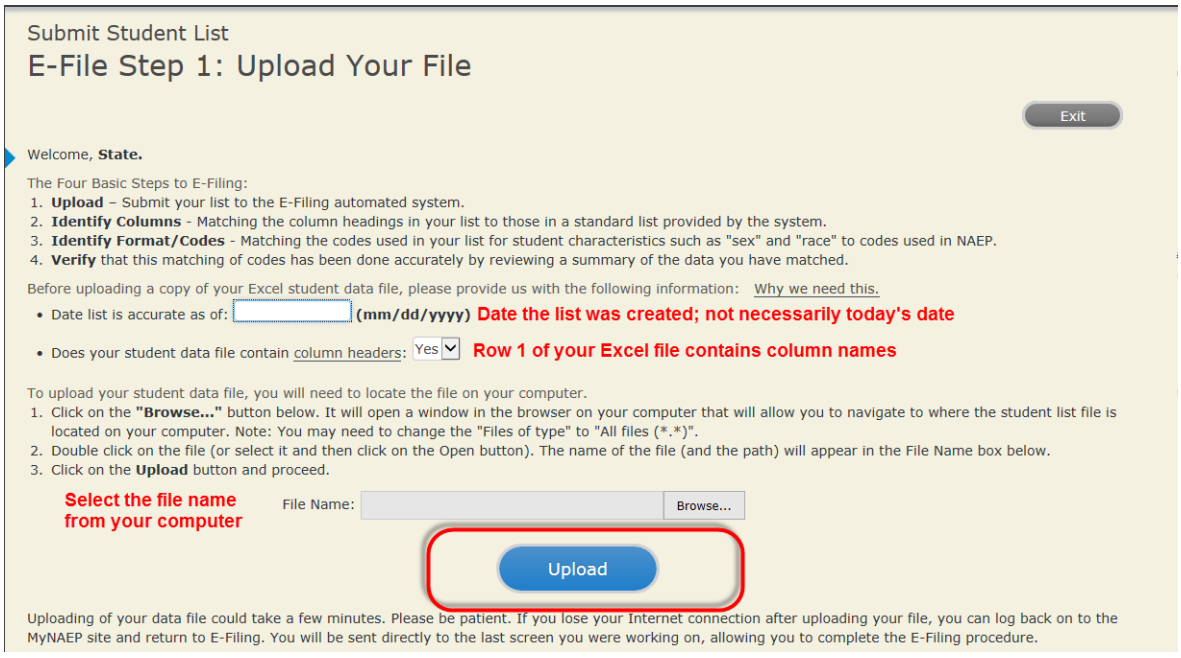
- Select the “Start E-Filing Age 13” button.



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

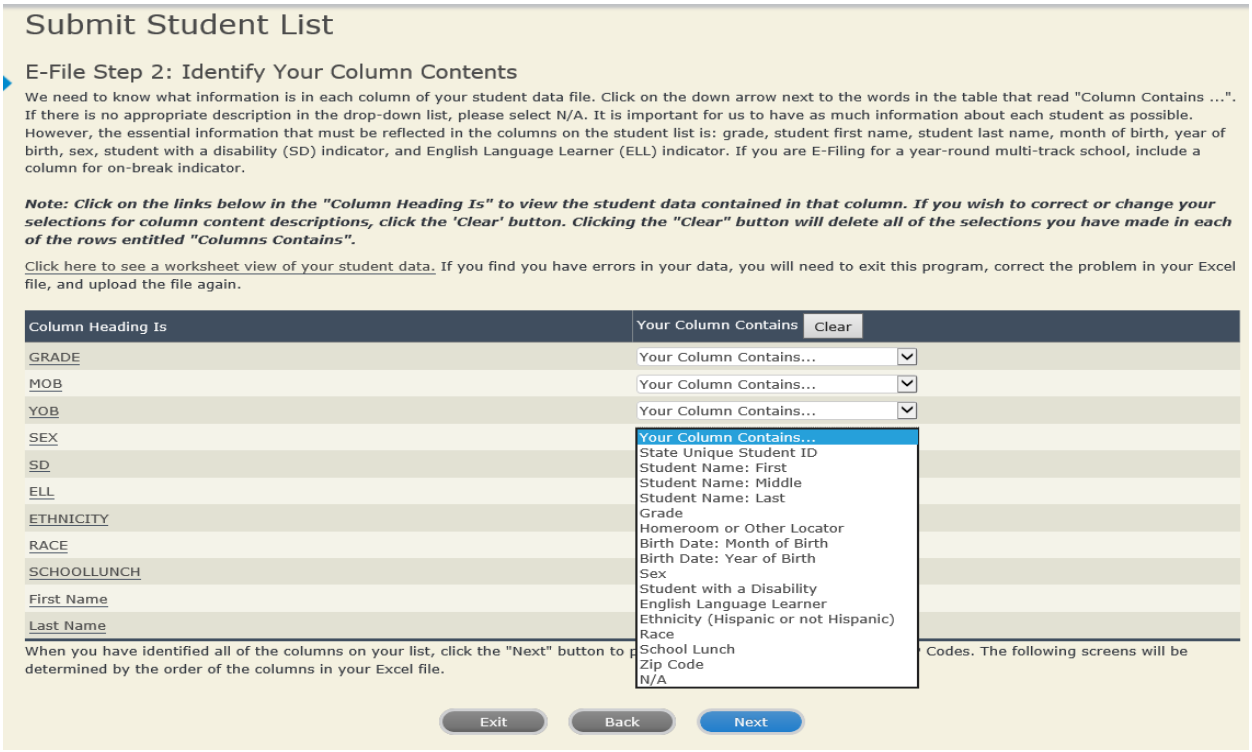


- Enter the required fields and then browse for the name of your file and select "Upload."

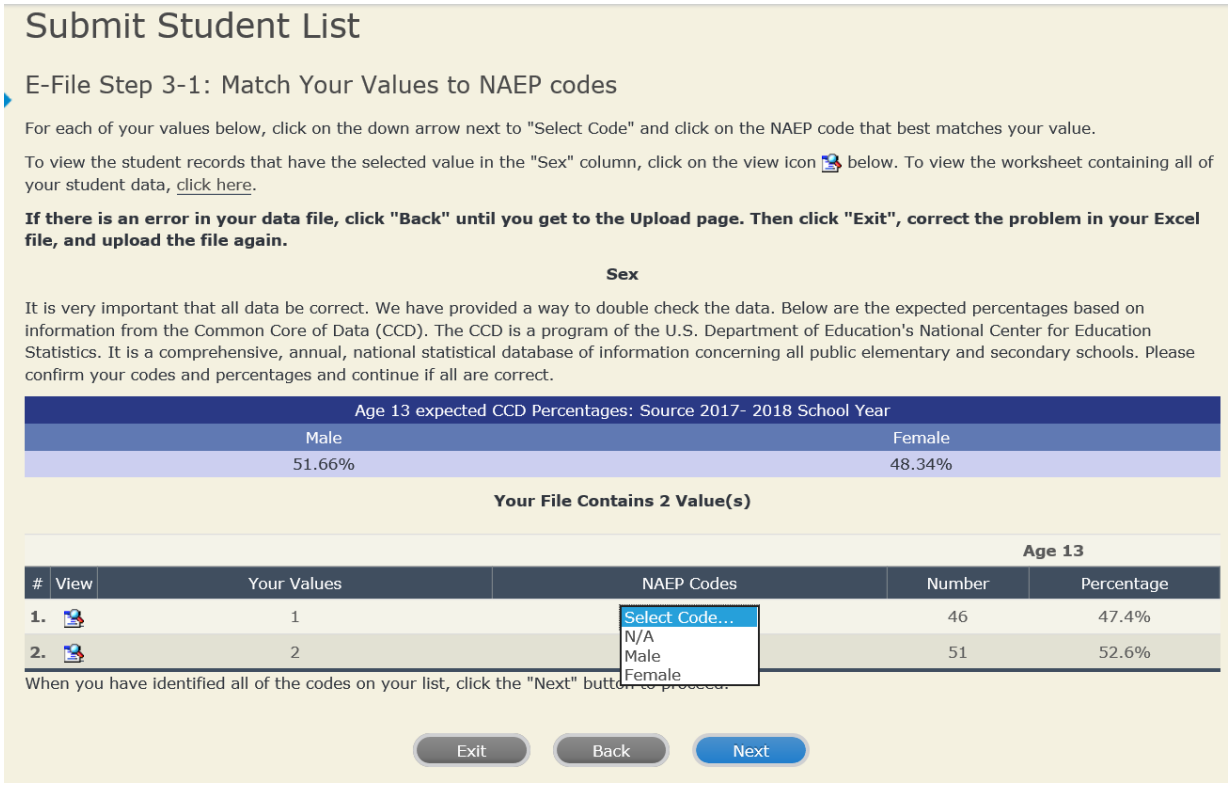


Step 4 – Map Your Columns and Rows to NAEP Values

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.

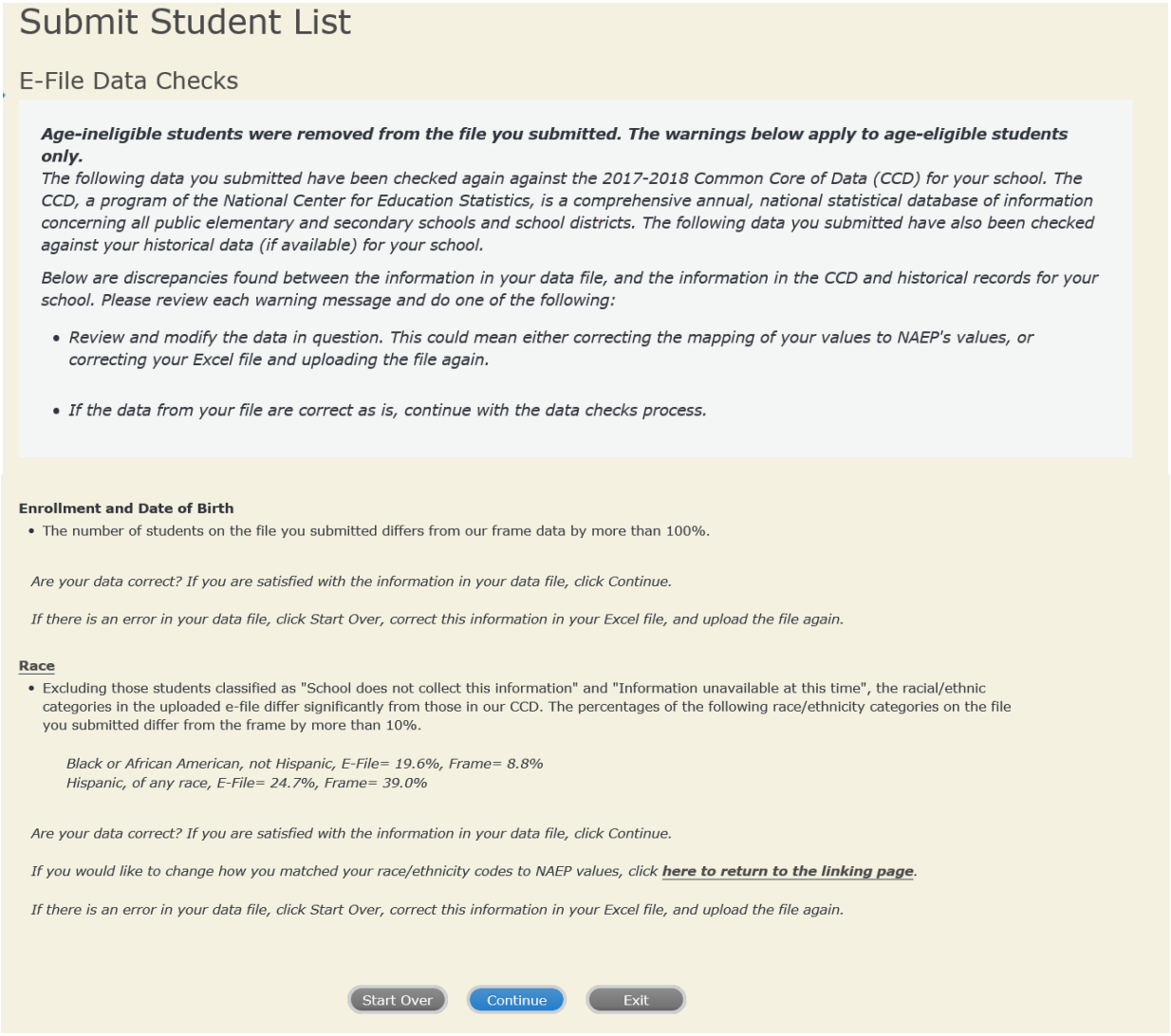


Shown below is an example of row mapping. You need to match the values in each of your columns to the NAEP codes (in drop-down). Once you map a value, select “Next” to move to the next value.



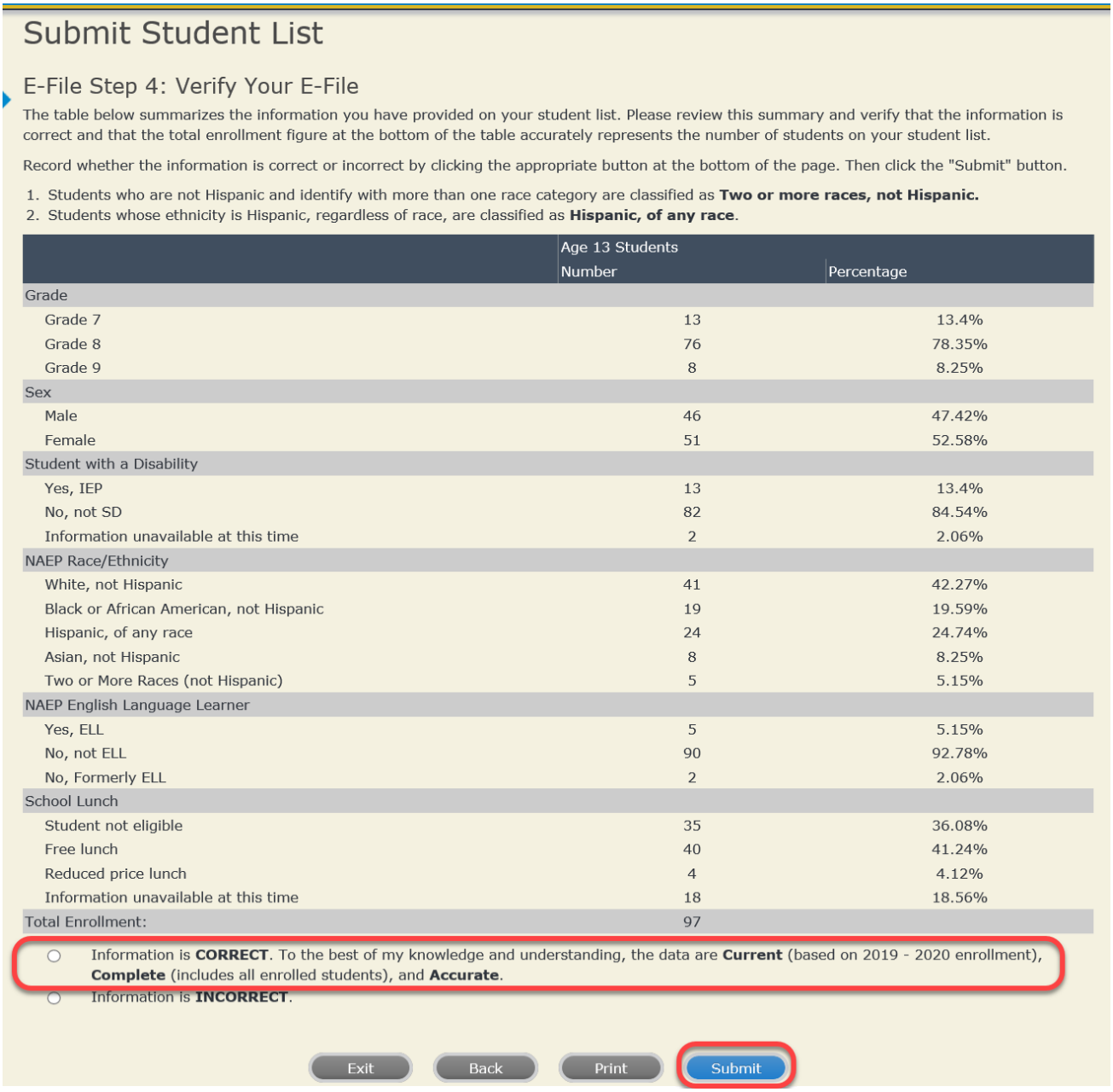
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 13 Students	
	Number	Percentage
Grade		
Grade 7	13	13.4%
Grade 8	76	78.35%
Grade 9	8	8.25%
Sex		
Male	46	47.42%
Female	51	52.58%
Student with a Disability		
Yes, IEP	13	13.4%
No, not SD	82	84.54%
Information unavailable at this time	2	2.06%
NAEP Race/Ethnicity		
White, not Hispanic	41	42.27%
Black or African American, not Hispanic	19	19.59%
Hispanic, of any race	24	24.74%
Asian, not Hispanic	8	8.25%
Two or More Races (not Hispanic)	5	5.15%
NAEP English Language Learner		
Yes, ELL	5	5.15%
No, not ELL	90	92.78%
No, Formerly ELL	2	2.06%
School Lunch		
Student not eligible	35	36.08%
Free lunch	40	41.24%
Reduced price lunch	4	4.12%
Information unavailable at this time	18	18.56%
Total Enrollment:	97	

○ Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.

○ Information is **INCORRECT**.

Exit Back Print Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-2b: Age 13 students, one column without National School Lunch Program

NAEP 2019–2020 LTT 13 Instructions for Preparing and Submitting an Electronic File of St ıts (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
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	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 **January 1, 2006** and **December 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 data for **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,[12] 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. 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 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 below: 2006	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female

[12] 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
Race/Ethnicity – one column	School-defined codes for: • ***Hispanic, of any race***: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***White, not Hispanic***: A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East • ***Black or African American, not Hispanic***: A person having origins in any of the Black peoples of Africa • ***Asian, not Hispanic****:* 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 • ***American Indian or Alaska Native, not Hispanic****:* 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 • ***Native Hawaiian or Pacific Islander, not Hispanic****:* A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***Two or More Races, not Hispanic****:* A person who identifies with two or more of the non-Hispanic categories above • ***School does not collect this information****:* Available to nonpublic schools only. When used, this code must be applied to all students. • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric
Students with Disabilities (SD)	School defined codes for: • ***Yes, IEP****:* Student has a formal Individualized Education Program (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.” • ***No, not SD****:* Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.” • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric

Excel Header/ Field Name	NAEP Values	Comments
English Language Learner (ELL)	School-defined codes for: • ***Yes, ELL*** • ***No, Not ELL*** • ***No, Formerly ELL****:* 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. • ***Information unavailable at this time****:* 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.	Use **ONE** 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 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.

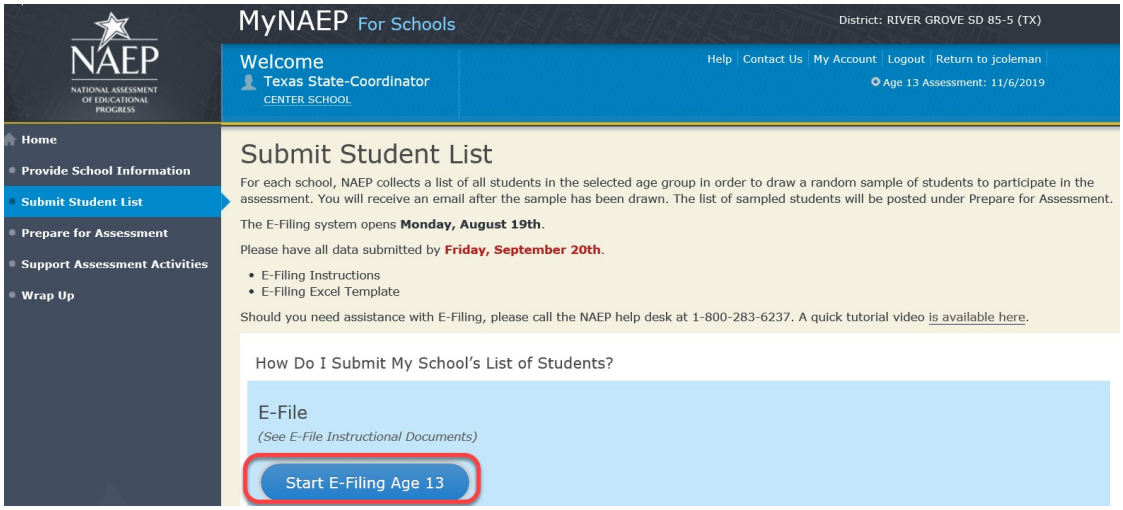
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.

- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

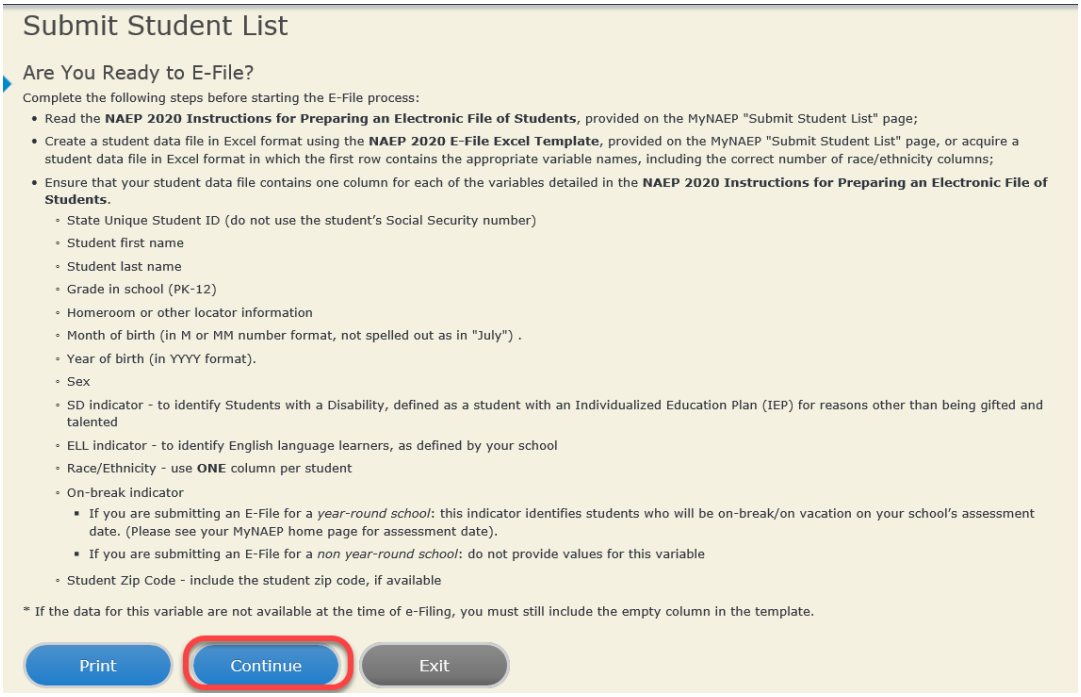
Step 3 – E-File

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.

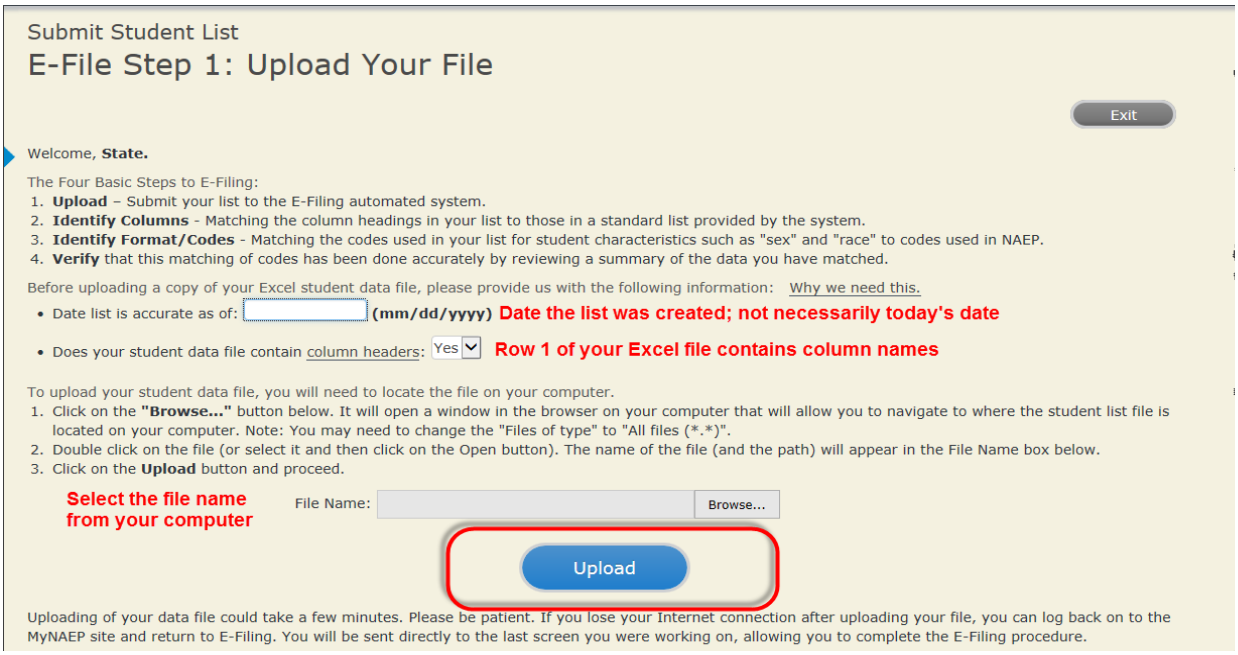
- Select the “Start E-Filing Age 13” button.



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

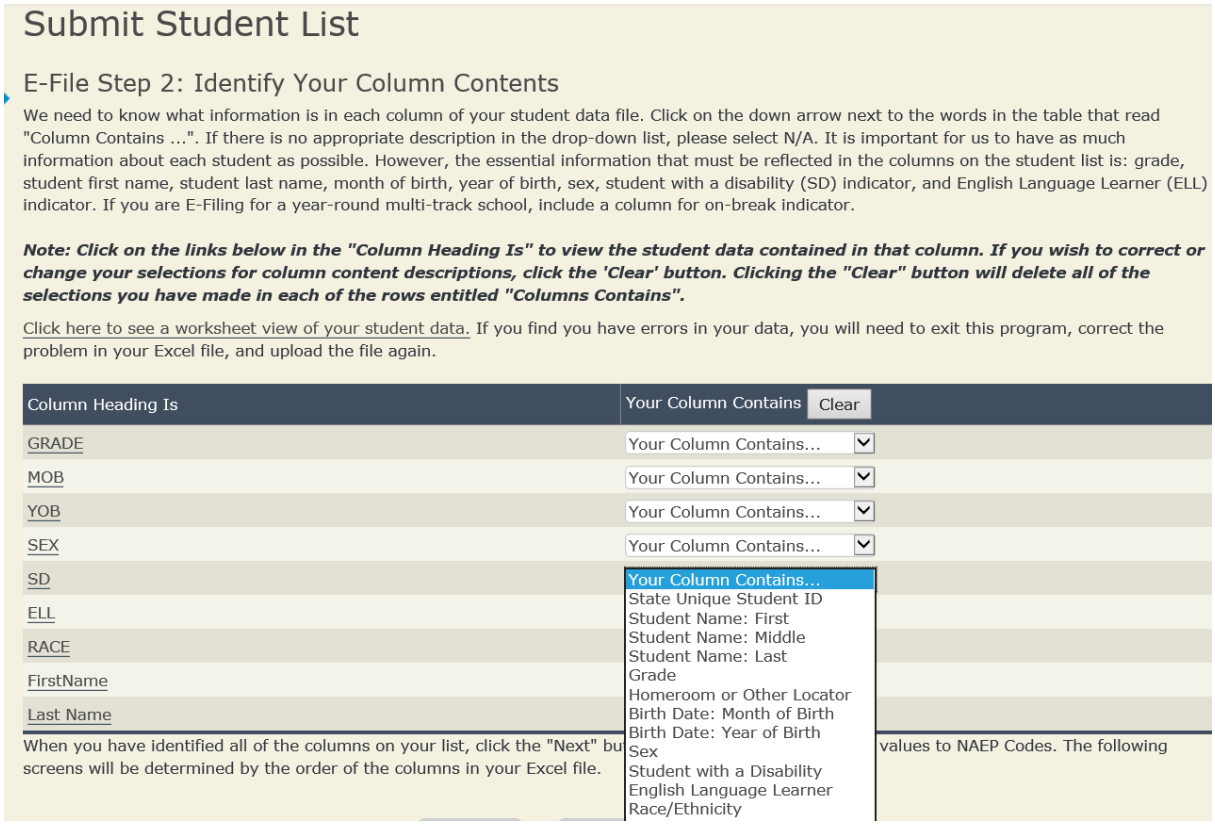


- Enter the required fields and then browse for the name of your file and select “Upload.”

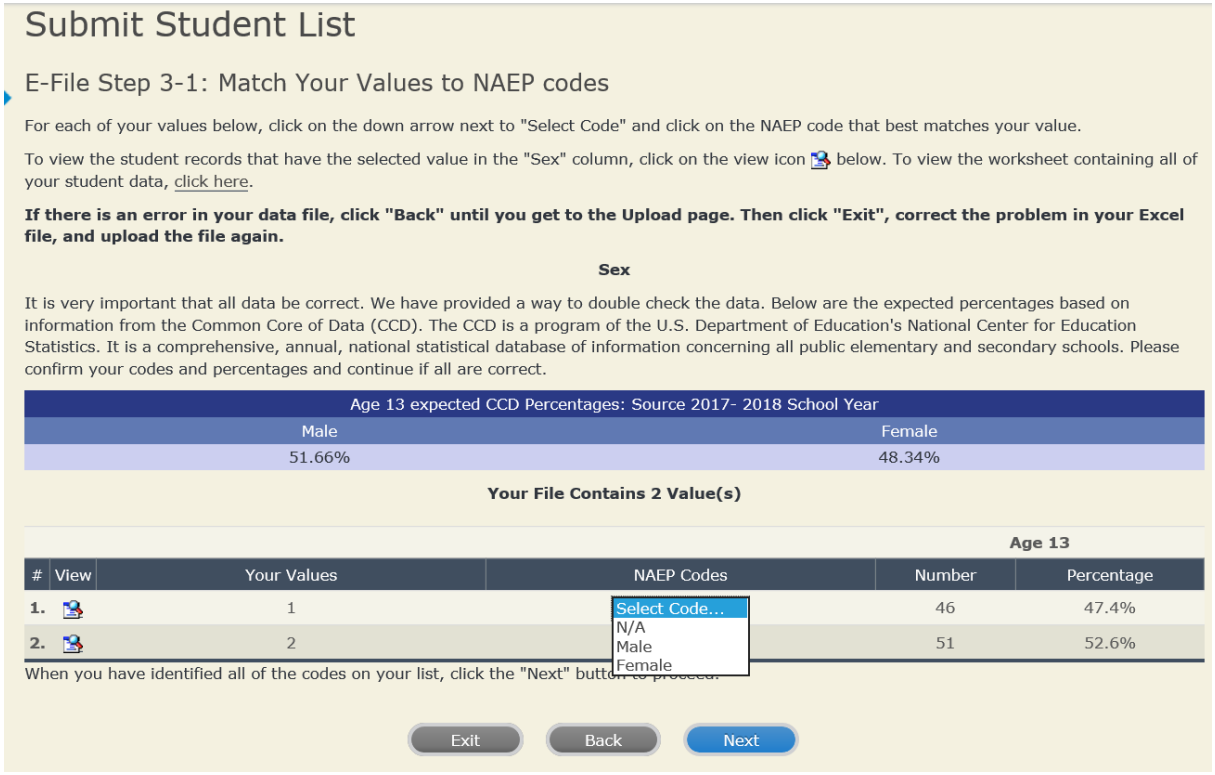


Step 4 – Map Your Columns and Rows to NAEP Values

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.

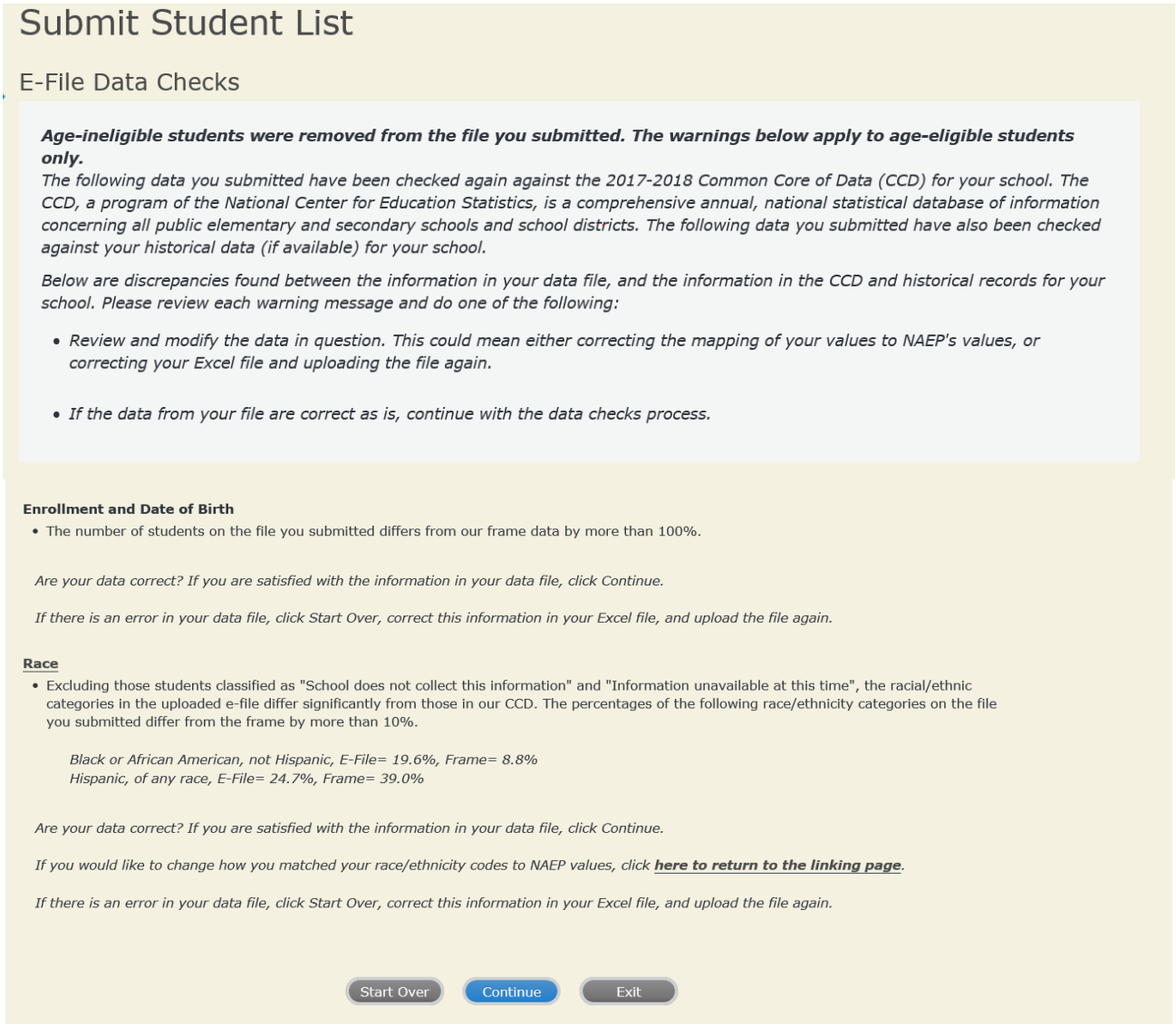


Shown below is an example of row mapping. You need to match the values in each of your columns to the NAEP codes (in drop-down). Once you map a value, select “Next” to move to the next value.



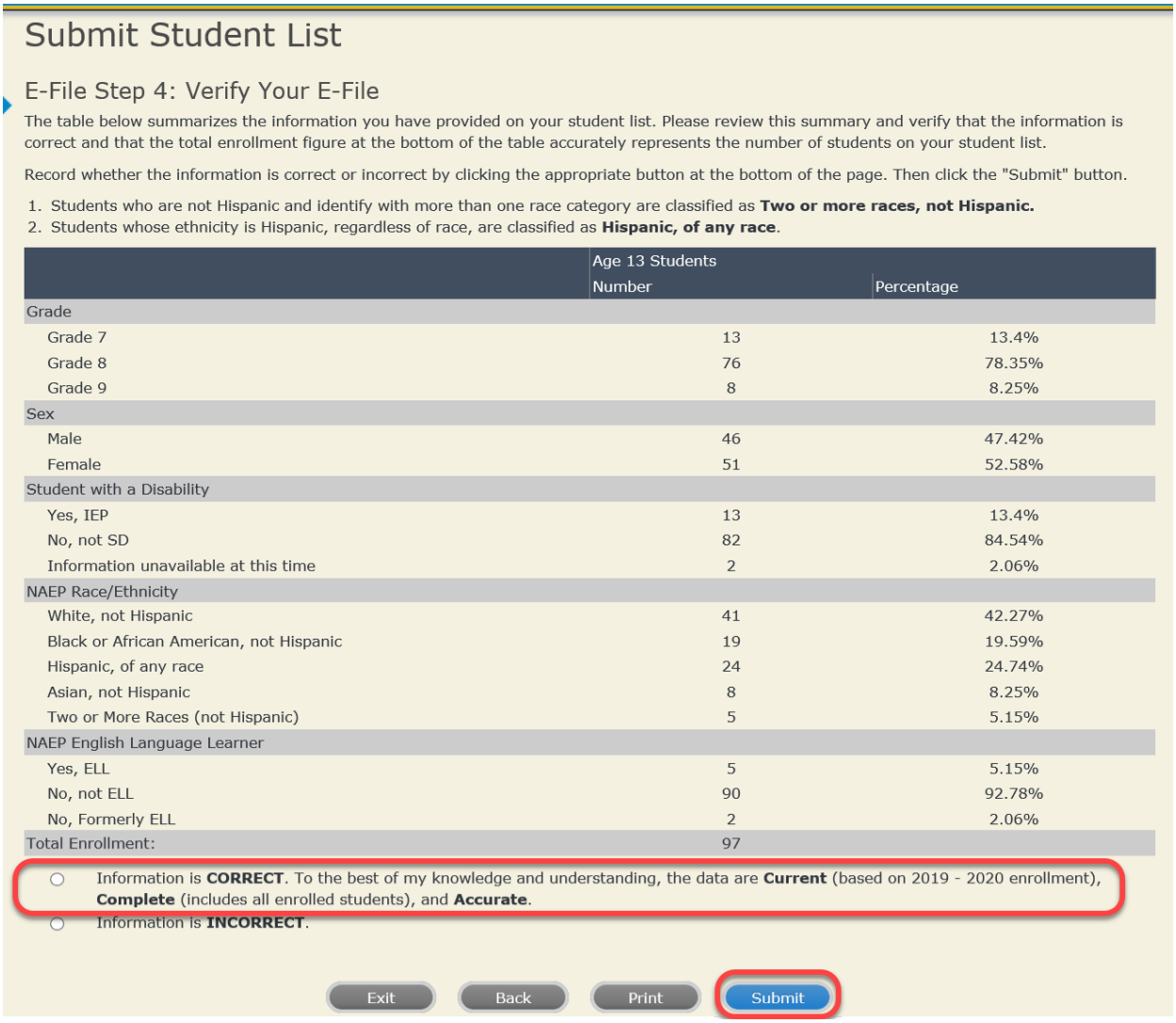
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 13 Students	
	Number	Percentage
Grade		
Grade 7	13	13.4%
Grade 8	76	78.35%
Grade 9	8	8.25%
Sex		
Male	46	47.42%
Female	51	52.58%
Student with a Disability		
Yes, IEP	13	13.4%
No, not SD	82	84.54%
Information unavailable at this time	2	2.06%
NAEP Race/Ethnicity		
White, not Hispanic	41	42.27%
Black or African American, not Hispanic	19	19.59%
Hispanic, of any race	24	24.74%
Asian, not Hispanic	8	8.25%
Two or More Races (not Hispanic)	5	5.15%
NAEP English Language Learner		
Yes, ELL	5	5.15%
No, not ELL	90	92.78%
No, Formerly ELL	2	2.06%
Total Enrollment:	97	

○ Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.

○ Information is **INCORRECT**.

Exit Back Print Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-2c: Age 13 students, two columns with National School Lunch Program

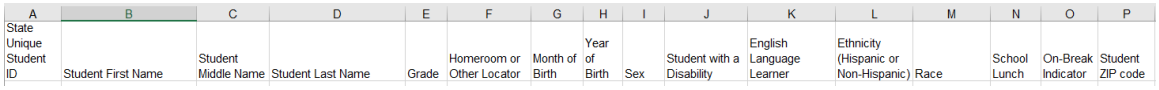
NAEP 2019–2020 LTT 13 Instructions for Preparing and Submitting an Electronic File of St ıts (Two Columns Race/Ethnicity)

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	P
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	Ethnicity (Hispanic or Non-Hispanic)	Race	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 **January 1, 2006** and **December 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 data for **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,[13] 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. 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 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 below: 2006	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Ethnicity (Hispanic or not)	School-defined codes for: • ***Yes, Hispanic***: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***No, Not Hispanic*** • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric

[13] 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
Race	School-defined codes for: • ***White***: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East • ***Black or African American****:* A person having origins in any of the Black peoples of Africa • ***Asian****:* 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 • ***American Indian or Alaska Native****:* 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 • ***Native Hawaiian or Pacific Islander****:* A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***Two or More Races****:* A person who identifies with two or more of the race categories above • ***School does not collect this information****:* Available to nonpublic schools only. When used, this code must be applied to all students. • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric
National School Lunch Program (NSLP)	School defined codes for: • ***Student not eligible to participate****:* Student is not eligible for free or reduced-price lunch • ***Free lunch****:* Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch."[14] • ***Reduced price lunch****:* Student is eligible for reduced-price lunch • ***School not participating****:* School does not participate in the NSLP. When used, this code must be applied to all students. • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric

[14] If it is not possible to distinguish between "free" and "reduced-price" for some students, code these students as eligible for free lunch.

<table>
<tr><th>Excel Header/
Field Name</th><th>NAEP Values</th><th>Comments</th></tr>
<tr><td></td><td>

***SPECIAL INSTRUCTIONS FOR CEP SCHOOLS: 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.**

CEP Direct Only

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).

Please code your students as follows:

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

CEP Direct Certification Plus

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.

Please code your students as follows:

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

</td><td></td></tr>
</table>

<table>
<tr><th>Excel Header/
Field Name</th><th>NAEP Values</th><th>Comments</th></tr>
<tr><td></td><td>CEP All

In our state, all students in CEP schools are considered economically disadvantaged.

Please code your students as follows:

<table><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></td><td></td></tr>
<tr><td>Students with Disabilities (SD)</td><td>School-defined codes for:
• Yes, IEP: Student has a formal Individualized Education Program (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."
• No, not SD: Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD."
• Information unavailable at this time: 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.</td><td>Use ONE code per student, text or numeric</td></tr>
<tr><td>English Language Learner (ELL)</td><td>School-defined codes for:
• Yes, ELL
• No, Not ELL
• No, Formerly ELL: 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.
• Information unavailable at this time: 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.</td><td>Use ONE code per student, text or numeric</td></tr>
<tr><td>On-Break Indicator</td><td>School-defined code</td><td>Only for year-round schools; column can be left off if school is not year-round</td></tr>
<tr><td>Student ZIP Code</td><td>Numeric only</td><td>If available; format can be 5 digits or 5 plus 4</td></tr>
</table>

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.

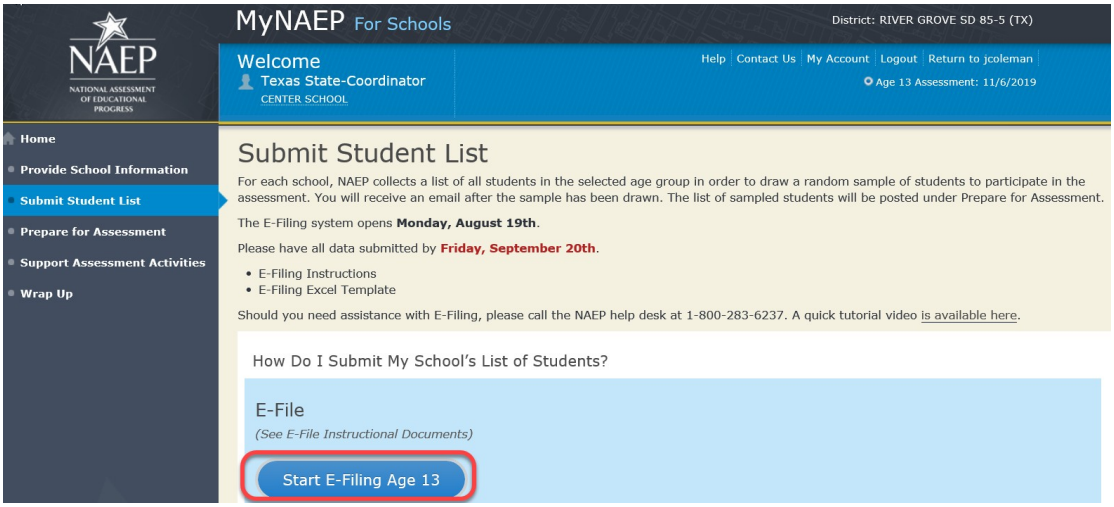
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.

- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

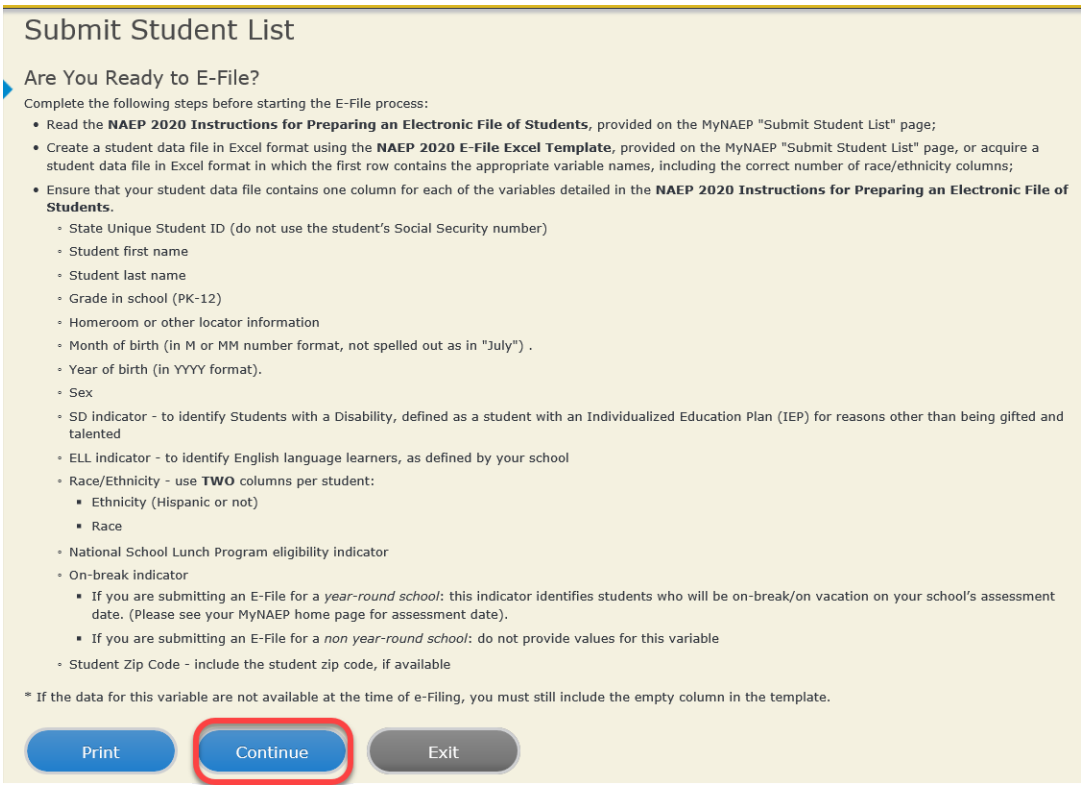
Step 3 – E-File

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.

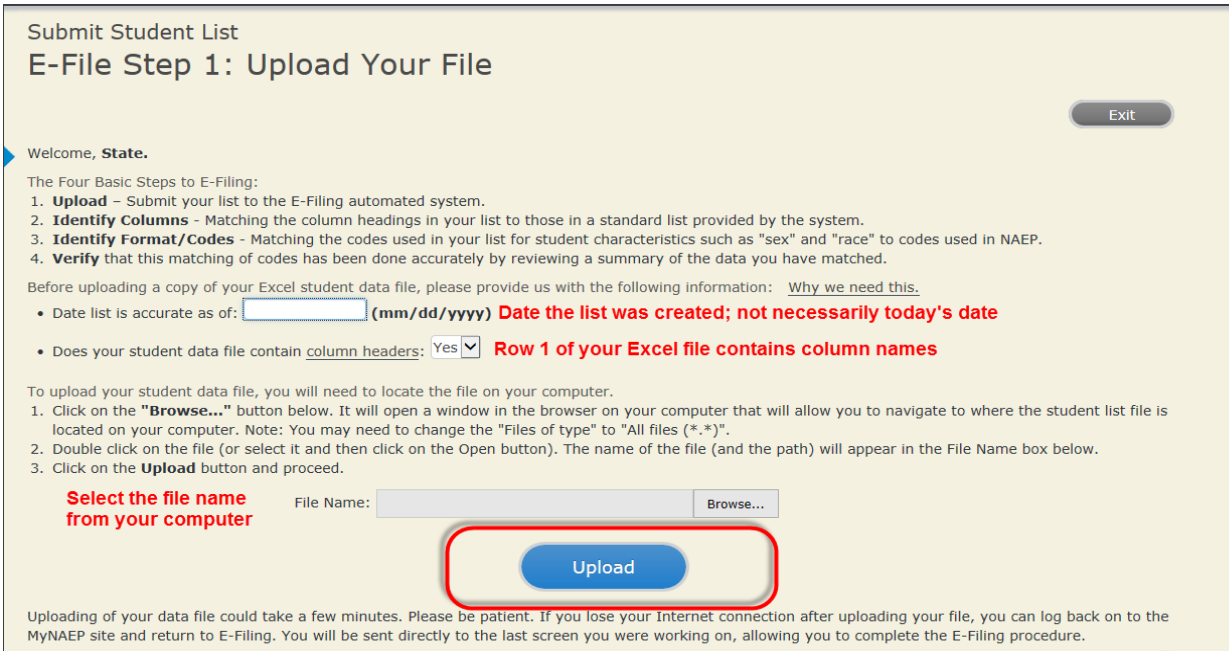
- Select the “Start E-Filing Age 13” button.



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

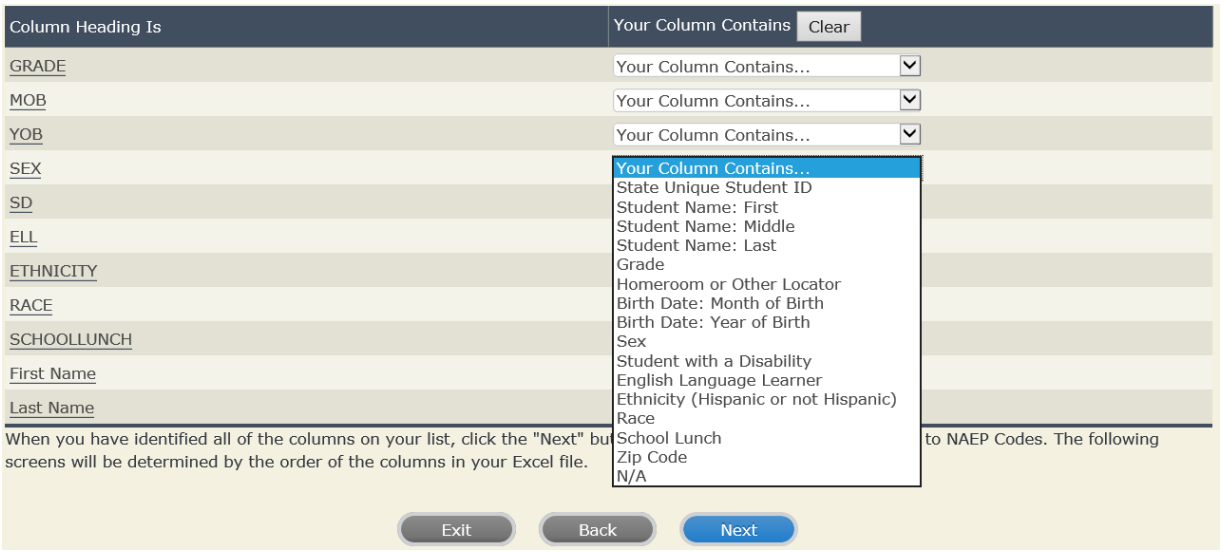


- Enter the required fields and then browse for the name of your file and select “Upload.”

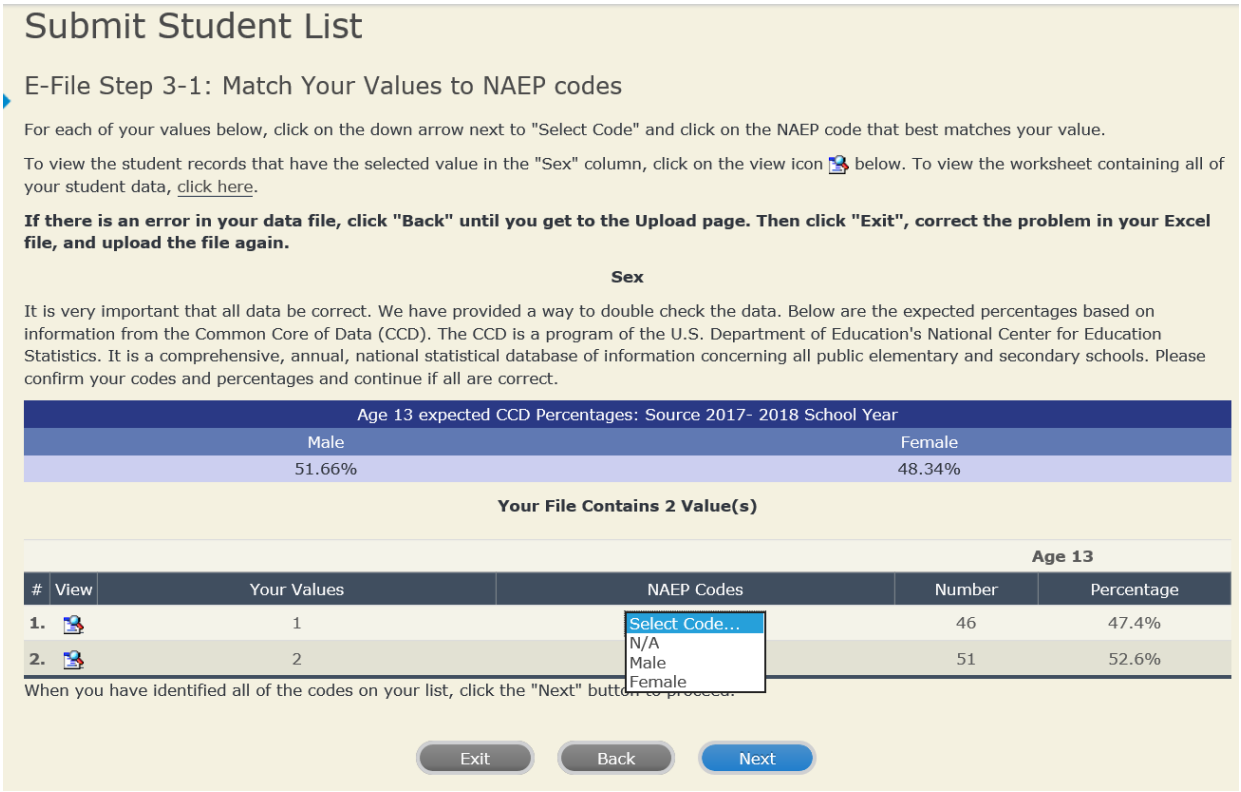


Step 4 – Map Your Columns and Rows to NAEP Values

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.



Shown below 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

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, click "Back" until you get to the Upload page. Then click "Exit", 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.

Age 13 expected CCD Percentages: Source 2017- 2018 School Year	
Male	Female
51.66%	48.34%

Your File Contains 2 Value(s)

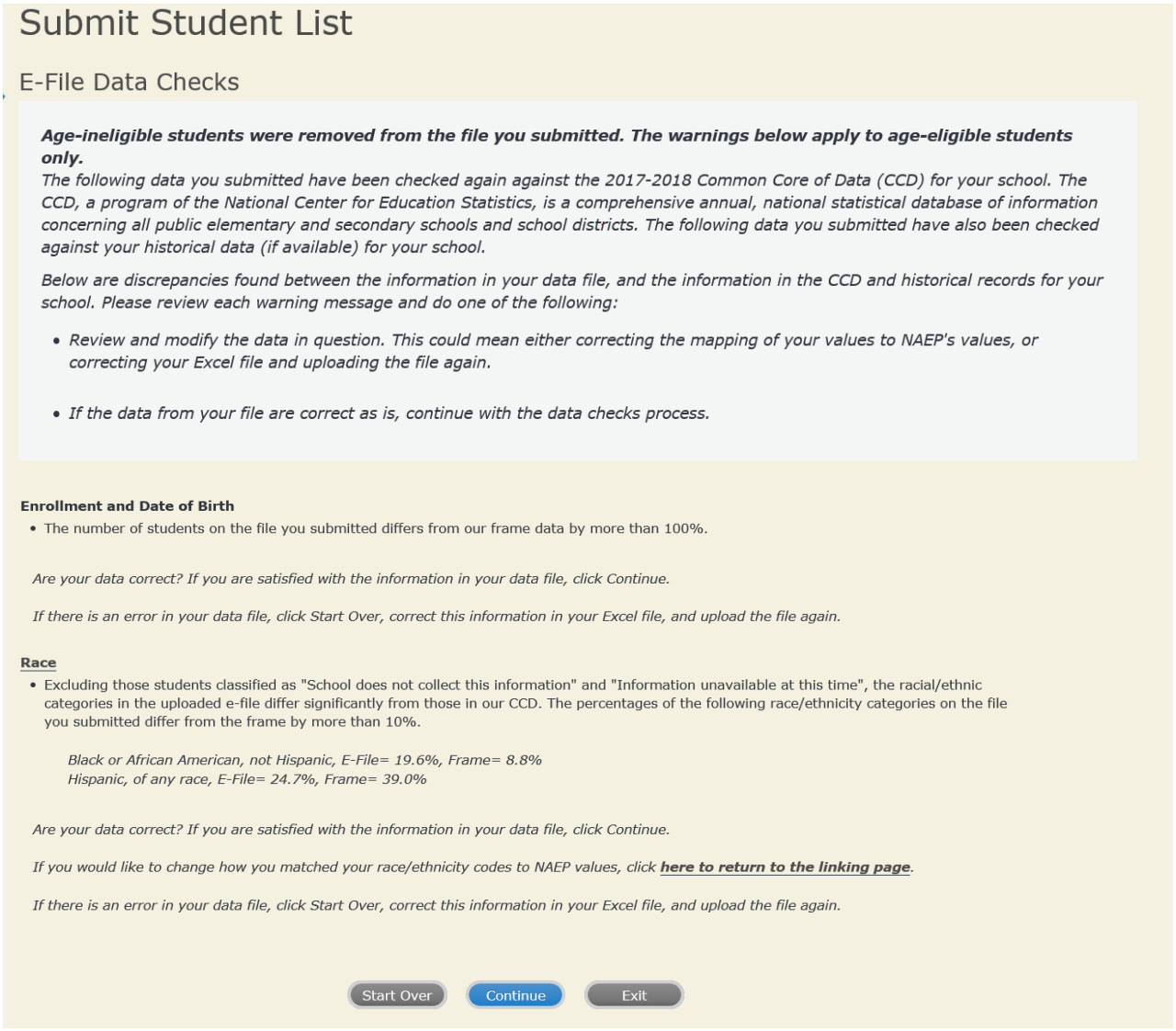
				Age 13	
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code...	46	47.4%
2.		2	N/A, Male, Female	51	52.6%

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

Exit Back Next

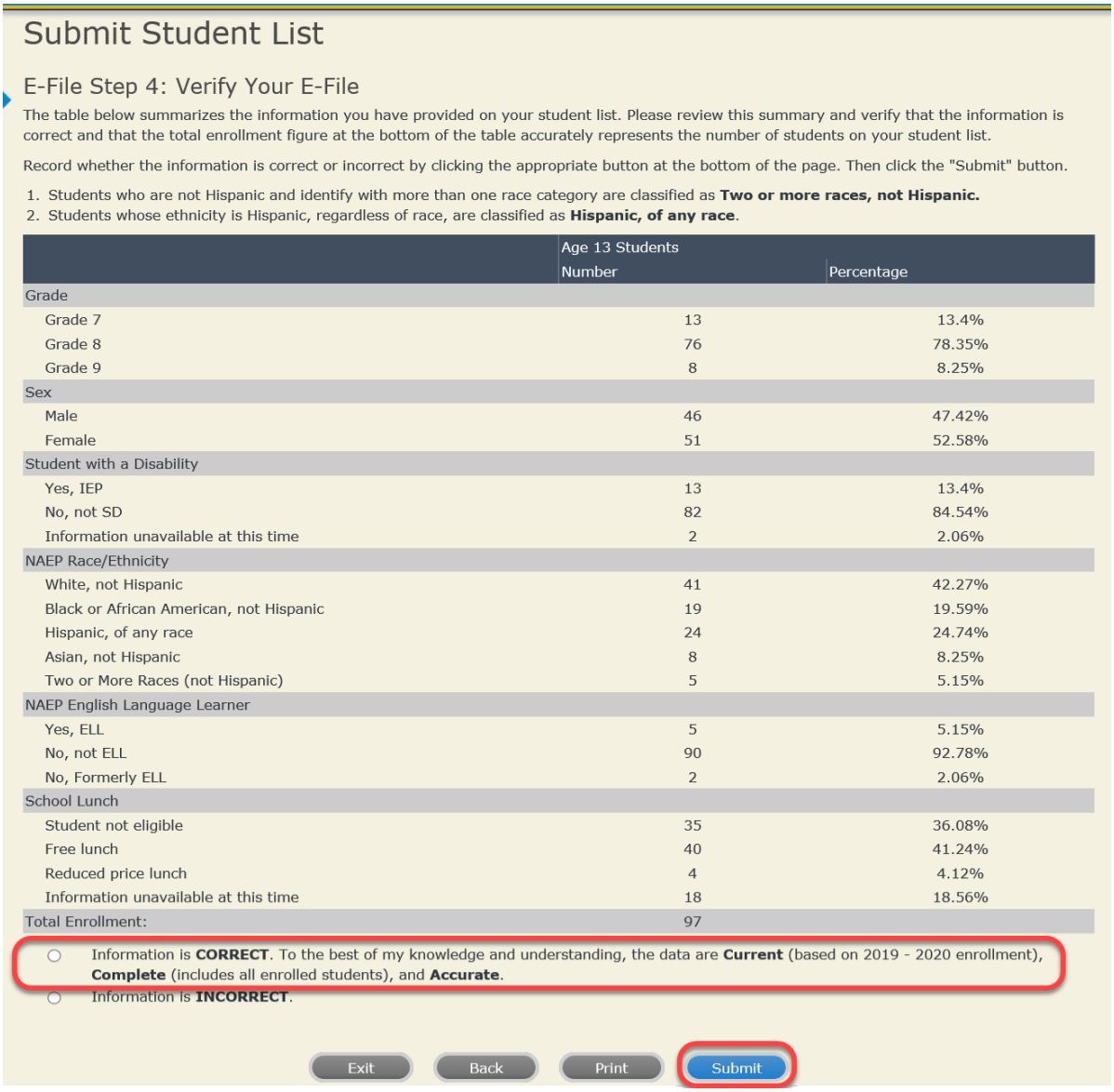
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 13 Students	
	Number	Percentage
Grade		
Grade 7	13	13.4%
Grade 8	76	78.35%
Grade 9	8	8.25%
Sex		
Male	46	47.42%
Female	51	52.58%
Student with a Disability		
Yes, IEP	13	13.4%
No, not SD	82	84.54%
Information unavailable at this time	2	2.06%
NAEP Race/Ethnicity		
White, not Hispanic	41	42.27%
Black or African American, not Hispanic	19	19.59%
Hispanic, of any race	24	24.74%
Asian, not Hispanic	8	8.25%
Two or More Races (not Hispanic)	5	5.15%
NAEP English Language Learner		
Yes, ELL	5	5.15%
No, not ELL	90	92.78%
No, Formerly ELL	2	2.06%
School Lunch		
Student not eligible	35	36.08%
Free lunch	40	41.24%
Reduced price lunch	4	4.12%
Information unavailable at this time	18	18.56%
Total Enrollment:	97	

○ Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.

○ Information is **INCORRECT**.

Exit Back Print Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-2d: Age 13 students, two columns without National School Lunch Program

NAEP 2019–2020 LTT 13 Instructions for Preparing and Submitting an Electronic File of St ıts (Two Columns 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	Ethnicity (Hispanic or Non-Hispanic)	Race	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 **January 1, 2006** and **December 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 data for **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,[15] 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. 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 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 below: 2006	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Ethnicity (Hispanic or not)	School-defined codes for: • ***Yes, Hispanic***: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***No, Not Hispanic*** • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric

[15] 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
Race	School-defined codes for: • ***White***: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East • ***Black or African American*:** A person having origins in any of the Black peoples of Africa • ***Asian****:* 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 • ***American Indian or Alaska Native****:* 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 • ***Native Hawaiian or Pacific Islander****:* A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***Two or More Races***: A person who identifies with two or more of the race categories above • ***School does not collect this information****:* Available to nonpublic schools only. When used, this code must be applied to all students. • ***Information unavailable at this time:*** 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.	Use **ONE** code per student, text or numeric
Students with Disabilities (SD)	School-defined codes for: • ***Yes, IEP:*** Student has a formal Individualized Education Program (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." • ***No, not SD:*** Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." • ***Information unavailable at this time:*** 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.	Use **ONE** code per student, text or numeric
English Language Learner (ELL)	School-defined codes for: • ***Yes, ELL*** • ***No, Not ELL*** • ***No, Formerly ELL:*** 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. • ***Information unavailable at this time:*** 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.	Use **ONE** 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

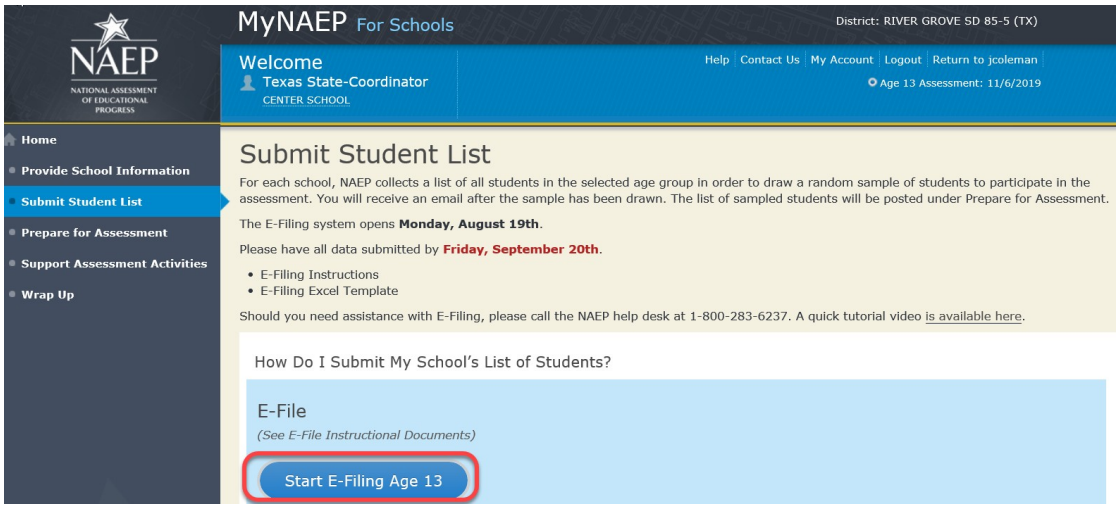
Tips for ensuring the E-File process goes smoothly:

- 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 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.

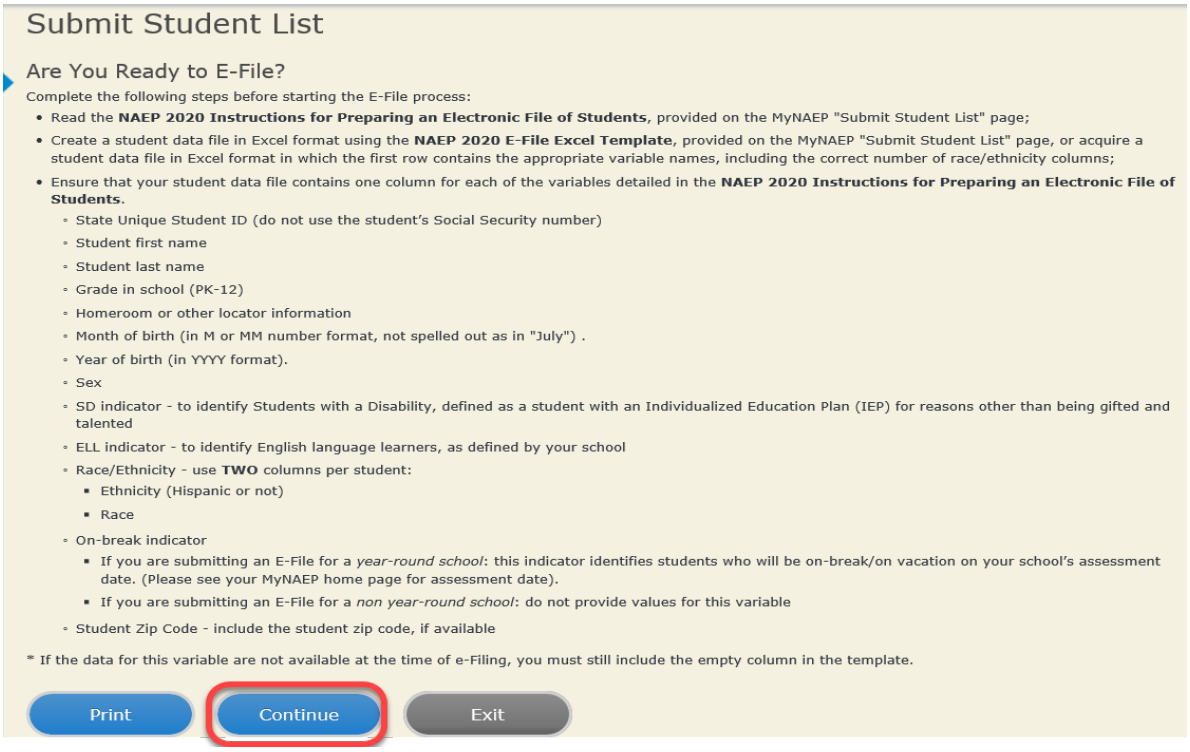
Step 3 – E-File

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.

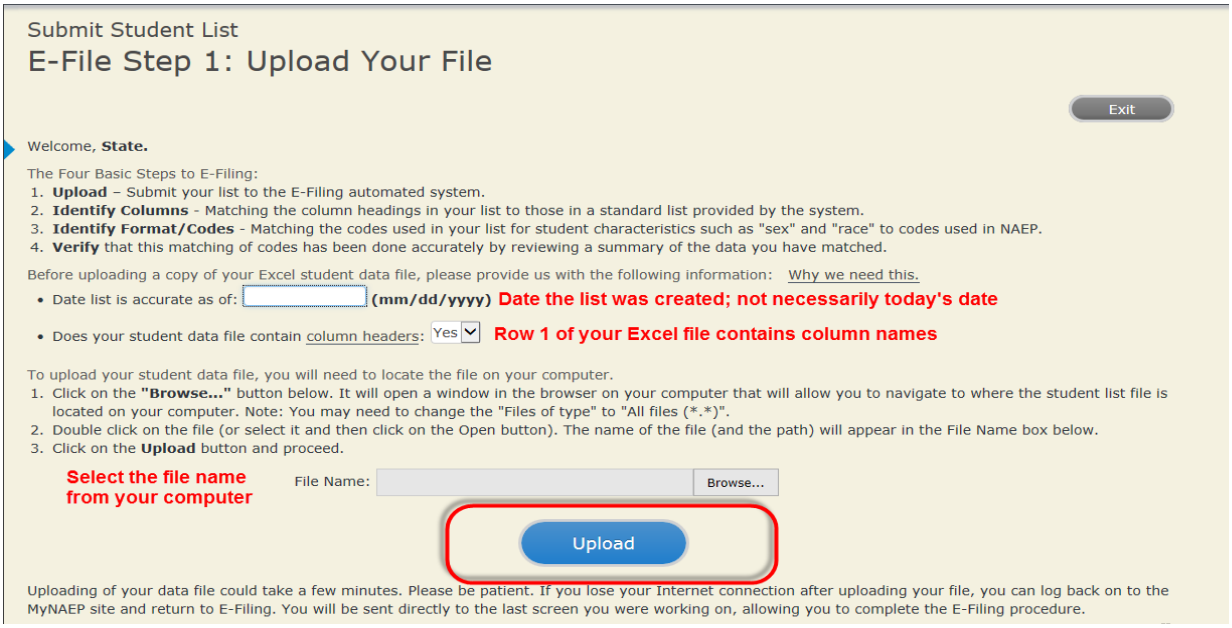
- Select the "Start E-Filing Age 13" button.



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

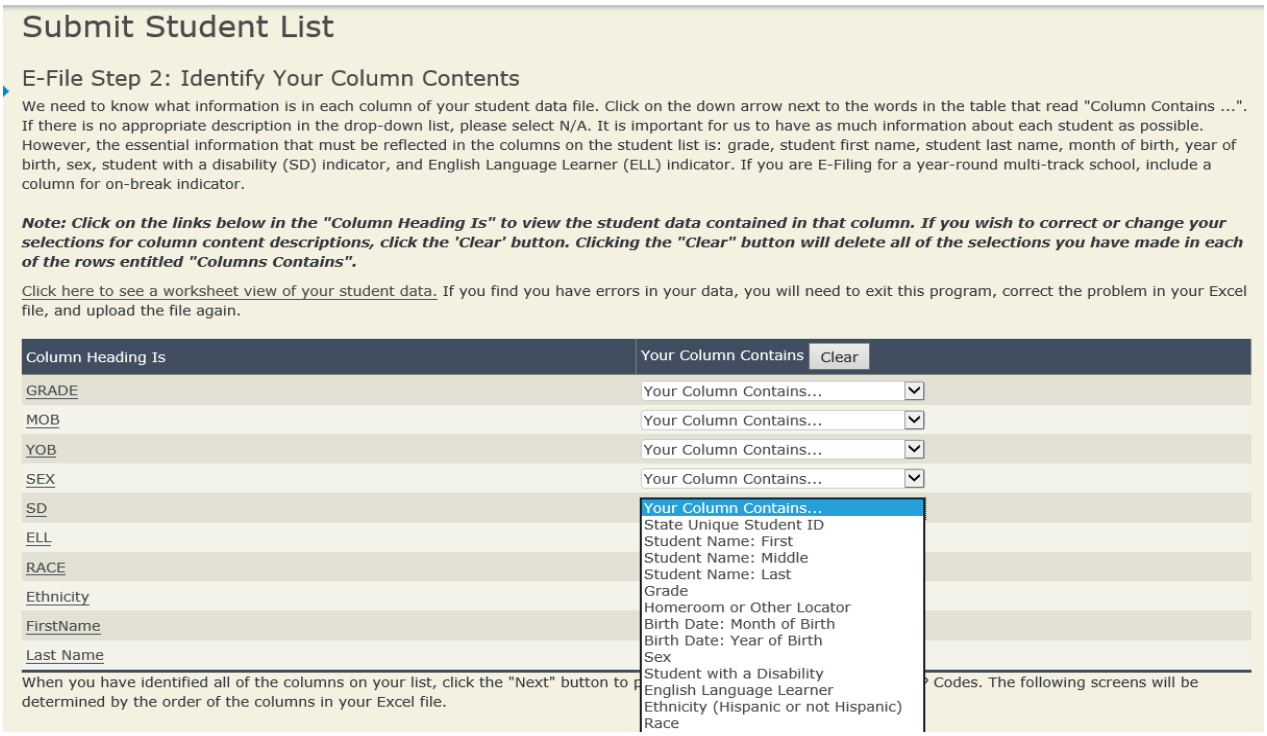


- Enter the required fields and then browse for the name of your file and select “Upload.”

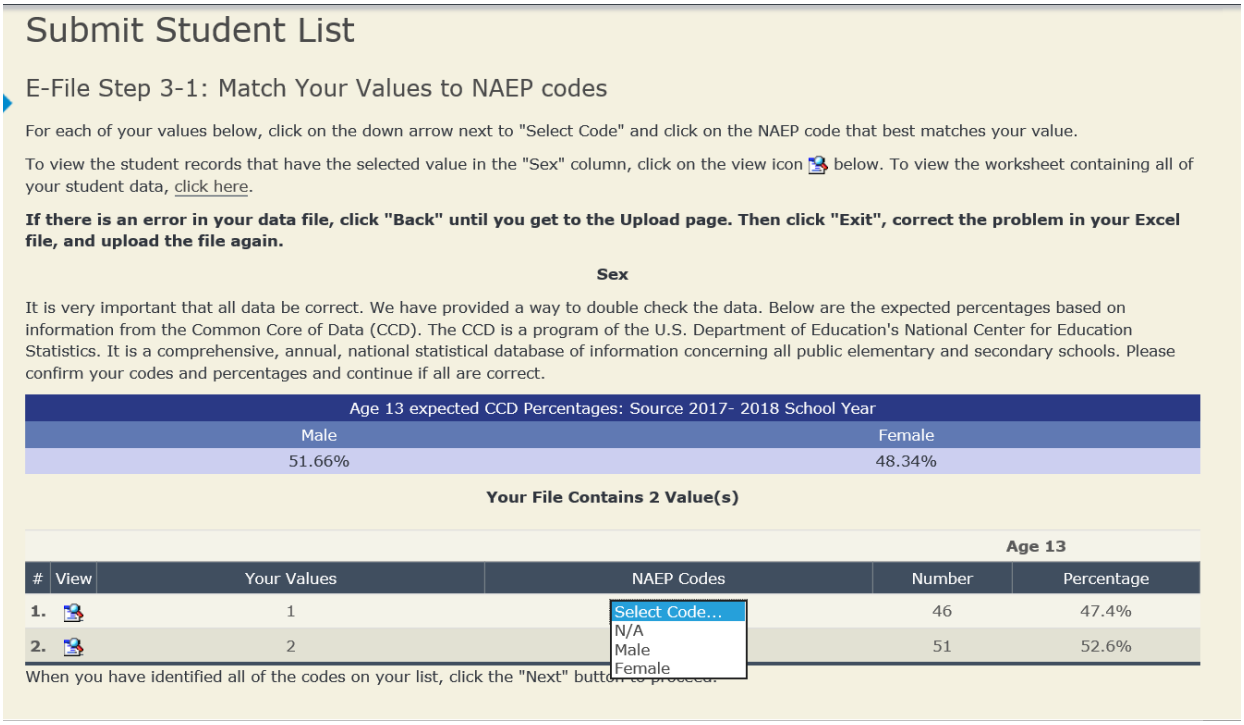


Step 4 – Map Your Columns and Rows to NAEP Values

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.



Shown below 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

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, click "Back" until you get to the Upload page. Then click "Exit", 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.

Age 13 expected CCD Percentages: Source 2017- 2018 School Year	
Male	Female
51.66%	48.34%

Your File Contains 2 Value(s)

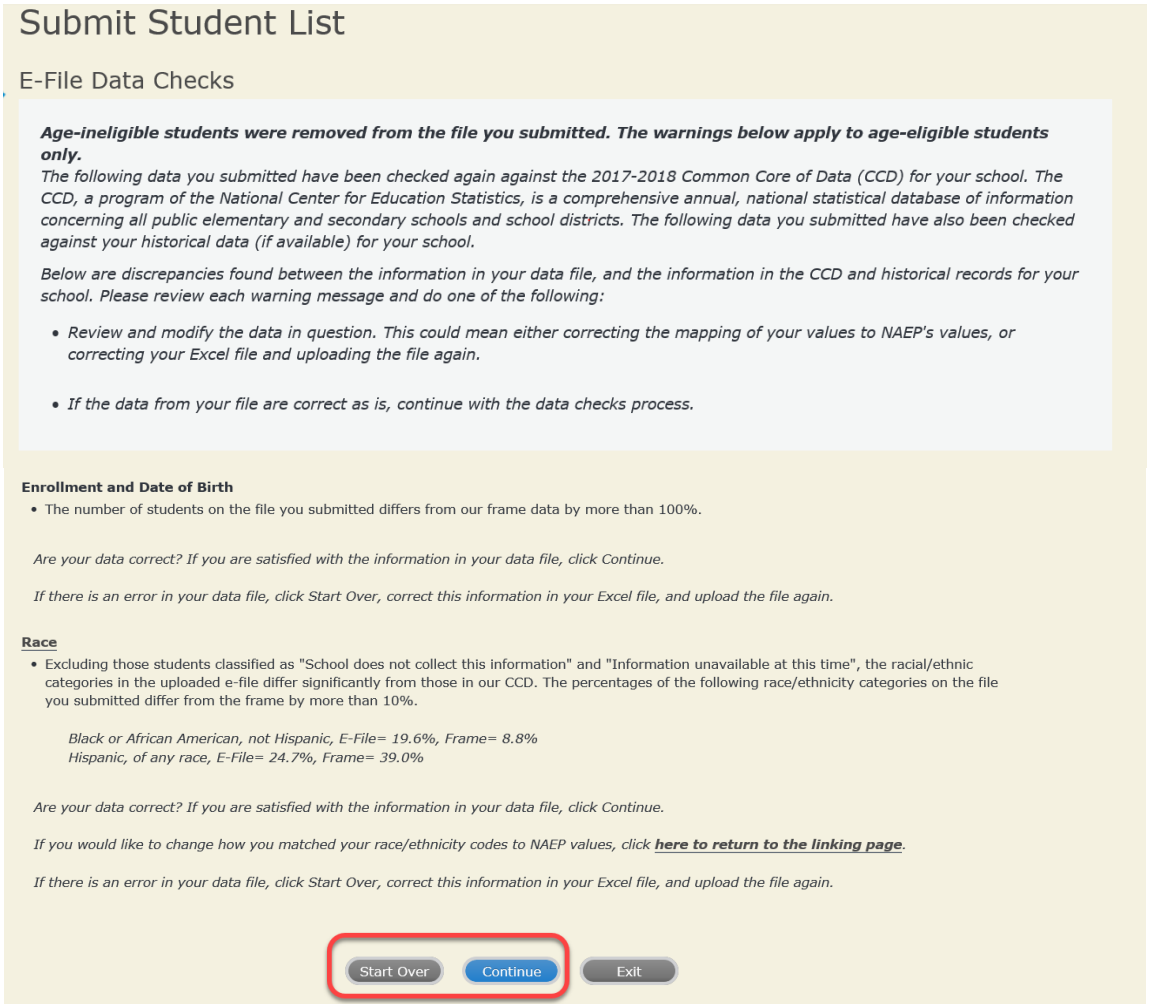
				Age 13	
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code...	46	47.4%
2.		2		51	52.6%

N/A
Male
Female

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

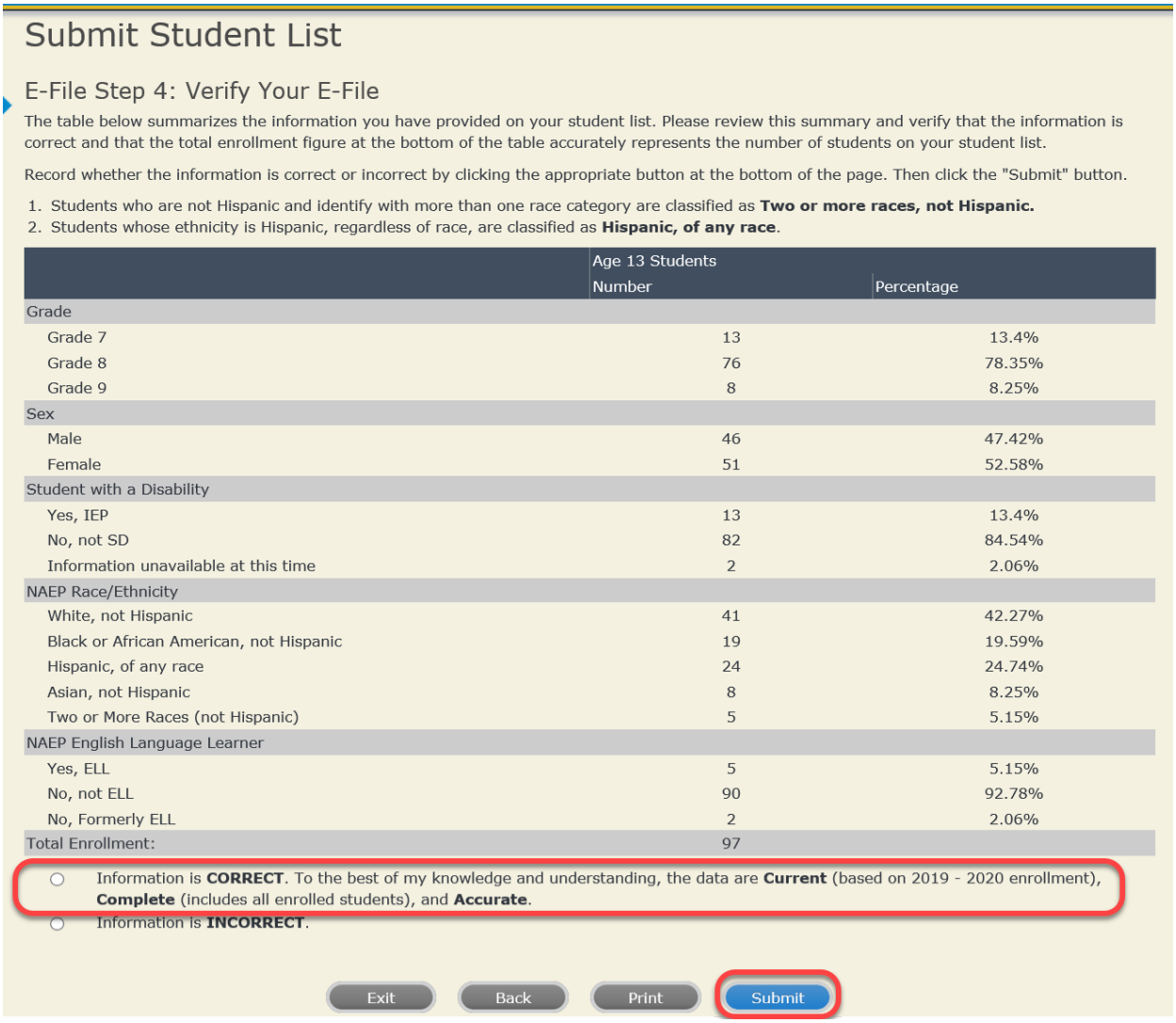
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 13 Students	
	Number	Percentage
Grade		
Grade 7	13	13.4%
Grade 8	76	78.35%
Grade 9	8	8.25%
Sex		
Male	46	47.42%
Female	51	52.58%
Student with a Disability		
Yes, IEP	13	13.4%
No, not SD	82	84.54%
Information unavailable at this time	2	2.06%
NAEP Race/Ethnicity		
White, not Hispanic	41	42.27%
Black or African American, not Hispanic	19	19.59%
Hispanic, of any race	24	24.74%
Asian, not Hispanic	8	8.25%
Two or More Races (not Hispanic)	5	5.15%
NAEP English Language Learner		
Yes, ELL	5	5.15%
No, not ELL	90	92.78%
No, Formerly ELL	2	2.06%
Total Enrollment:	97	

○ Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.

○ Information is **INCORRECT**.

Exit Back Print Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-2e: Age 13 students, six columns with National School Lunch Program

NAEP 2019–2019 LTT 13 Instructions for Preparing and Submitting an Electronic File of St ıts (Six Columns 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	P	Q	R	S	T
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	Ethnicity (Hispanic or Non-Hispanic)	White	Black or African American	Asian	American Indian or AK Native	Native Hawaiian or Pac Islander	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 **January 1, 2006** and **December 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 data for **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,[16] 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. 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 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 below: 2006	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Ethnicity (Hispanic or not)	School-defined codes for: • ***Yes, Hispanic***: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***No, Not Hispanic*** • ***Information unavailable at this time****:* 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: White	• ***Yes, White****:* A person having origins in any of the original peoples of Europe, North Africa, or the Middle East • ***No, not White*** • ***Information unavailable at this time****:* 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

[16] 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
Race: Black or African American	• ***Yes, Black:*** A person having origins in any of the Black peoples of Africa • ***No, not Black*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: Asian	• ***Yes, Asian:*** 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 • ***No, not Asian*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: American Indian or Alaska Native	• ***Yes, American Indian or Alaska Native:*** 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 • ***No, not American Indian or Alaska Native*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: Native Hawaiian or Pacific Islander	• ***Yes, Native Hawaiian or Pacific Islander:*** A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***No, not Native Hawaiian or Pacific Islander*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

<table>
<tr><th>Excel Header/
Field Name</th><th>NAEP Values</th><th>Comments</th></tr>
<tr><td>National School Lunch Program (NSLP)</td><td>School defined codes for:
• Student not eligible to participate: Student is not eligible for free or reduced-price lunch
• Free lunch: Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as “free lunch.” [17]
• Reduced price lunch: Student is eligible for reduced-price lunch
• School not participating: School does not participate in the NSLP. When used, this code must be applied to all students.
• Information unavailable at this time: 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.

SPECIAL INSTRUCTIONS FOR CEP SCHOOLS: 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.

CEP Direct Only
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).

Please code your students as follows:
<table><tr><th>Is the student economically disadvantaged?</th><th>How should student be coded on NAEP?</th></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></td><td>Use ONE code per student, text or numeric</td></tr>
</table>

[17] If it is not possible to distinguish between “free” and “reduced-price” for some students, code these students as eligible for free lunch.

<table>
<tr><th>Excel Header/
Field Name</th><th>NAEP Values</th><th>Comments</th></tr>
<tr><td></td><td>
CEP Direct Certification Plus

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.

Please code your students as follows:

<table>
<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>

CEP All

In our state, all students in CEP schools are considered economically disadvantaged.

Please code your students as follows:

<table>
<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>
</td><td></td></tr>
<tr><td>Students with Disabilities (SD)</td><td>
School-defined codes for:
• Yes, IEP: Student has a formal Individualized Education Program (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.”
• No, not SD: Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”
• Information unavailable at this time: 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.
</td><td>Use ONE code per student, text or numeric</td></tr>
</table>

Excel Header/ Field Name	NAEP Values	Comments
English Language Learner (ELL)	School-defined codes for: • ***Yes, ELL*** • ***No, Not ELL*** • ***No, Formerly ELL:*** 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. • ***Information unavailable at this time:*** 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.	Use **ONE** 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 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.

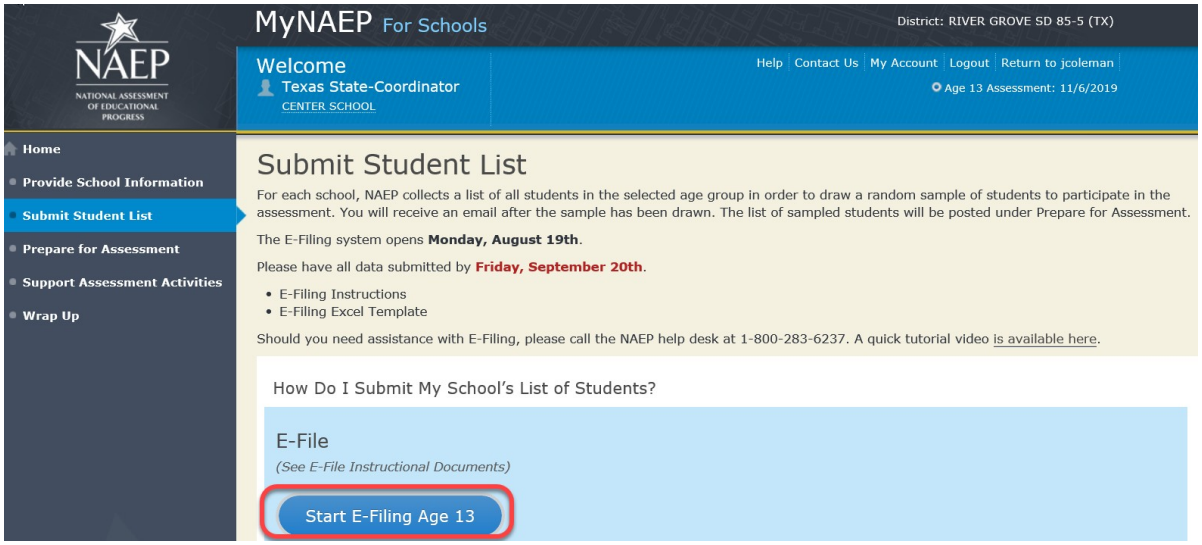
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.

- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

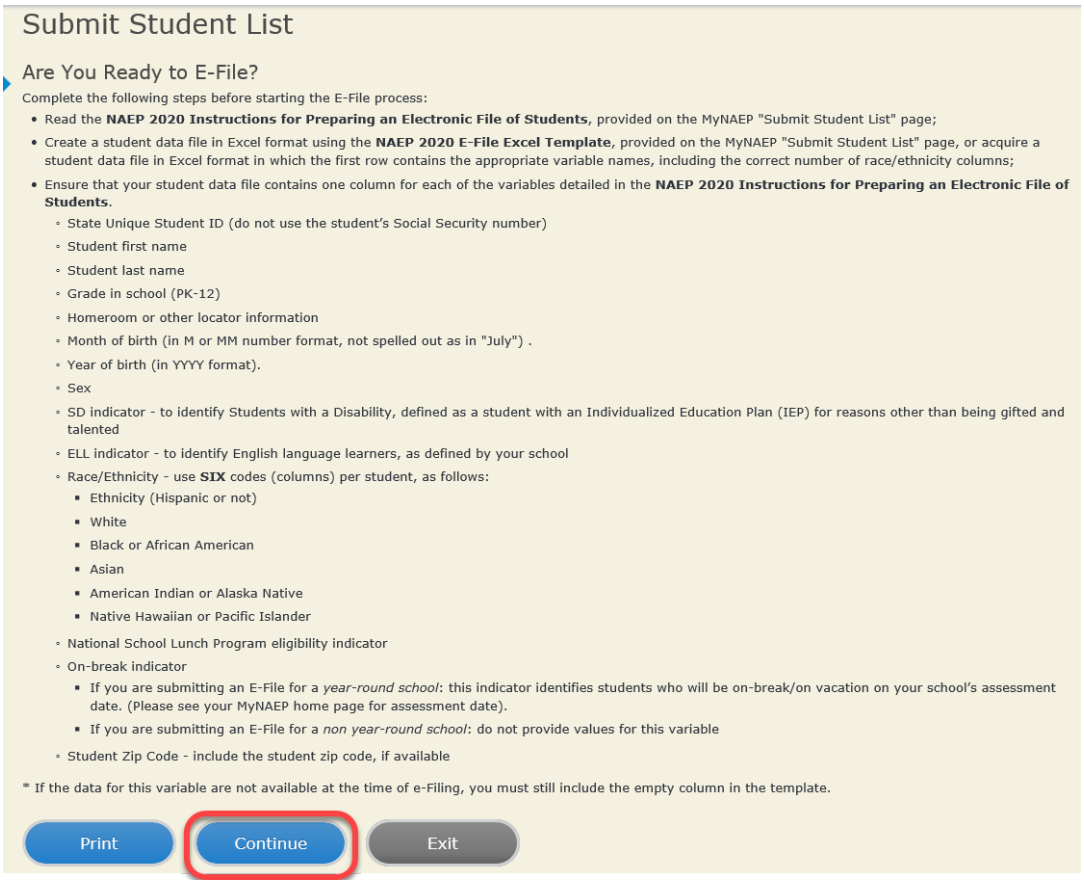
Step 3 – E-File

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.

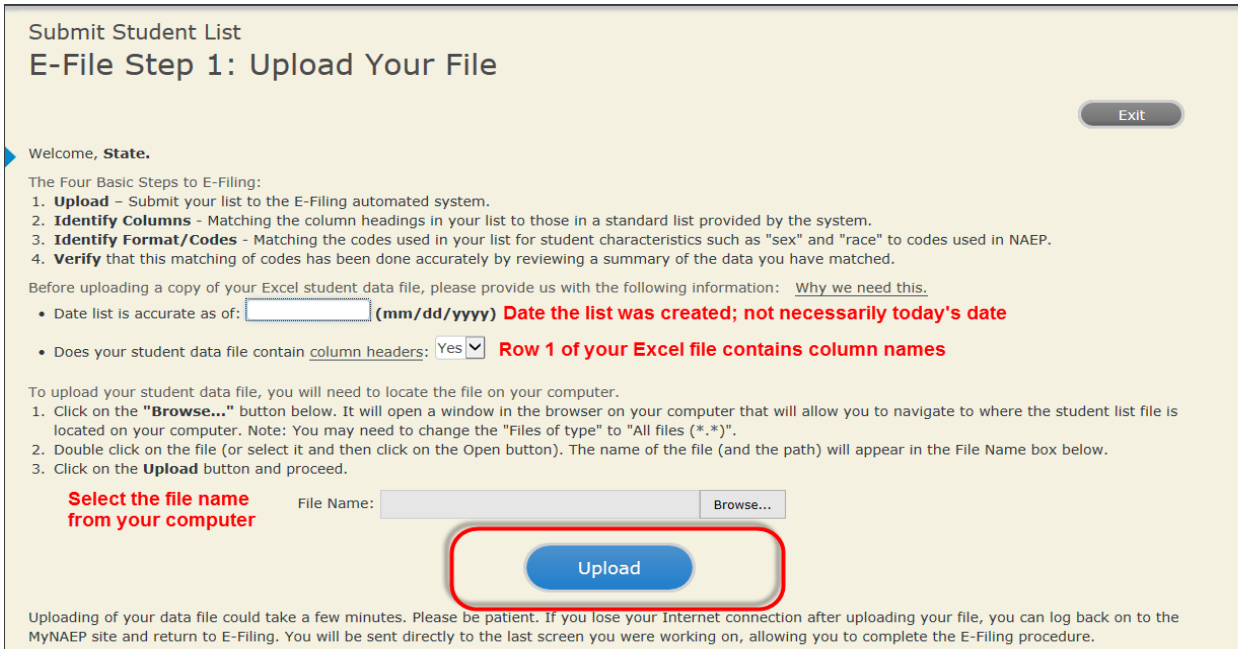
- Select the “Start E-Filing Age 13” button.



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

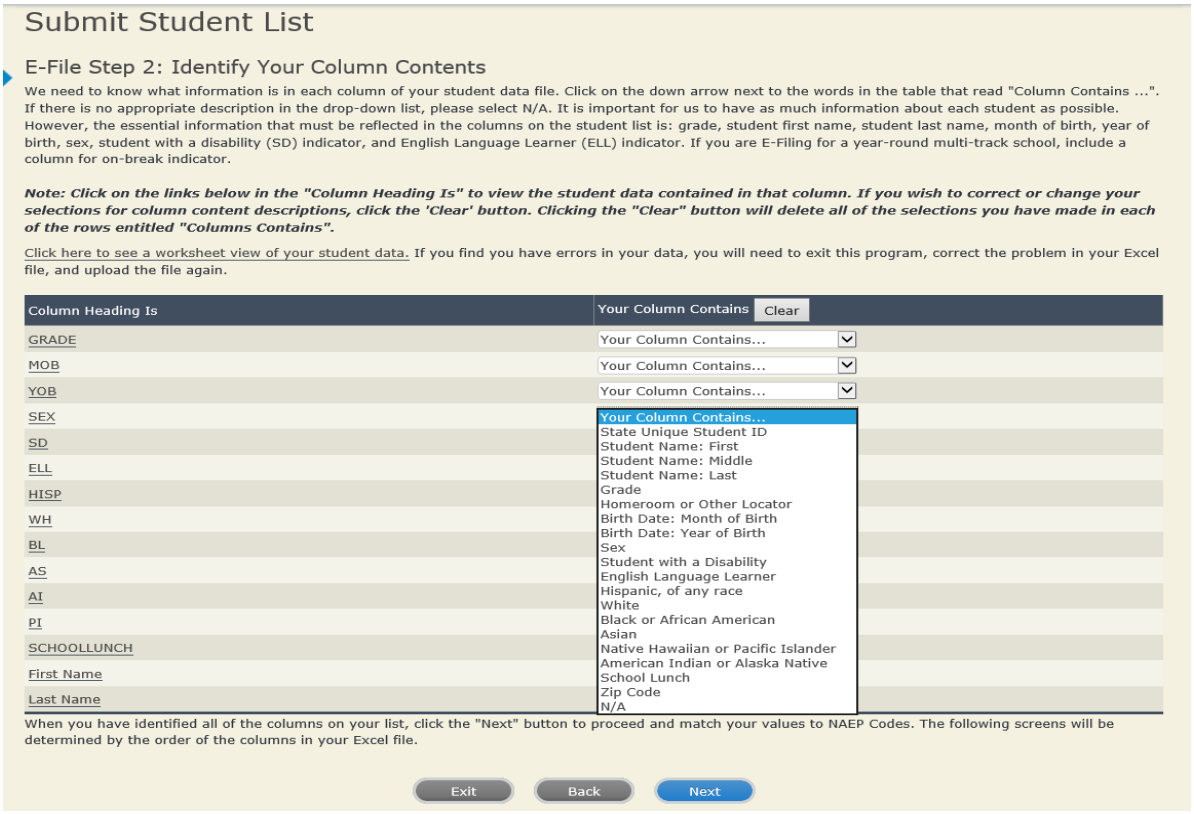


- Enter the required fields and then browse for the name of your file and select “Upload.”

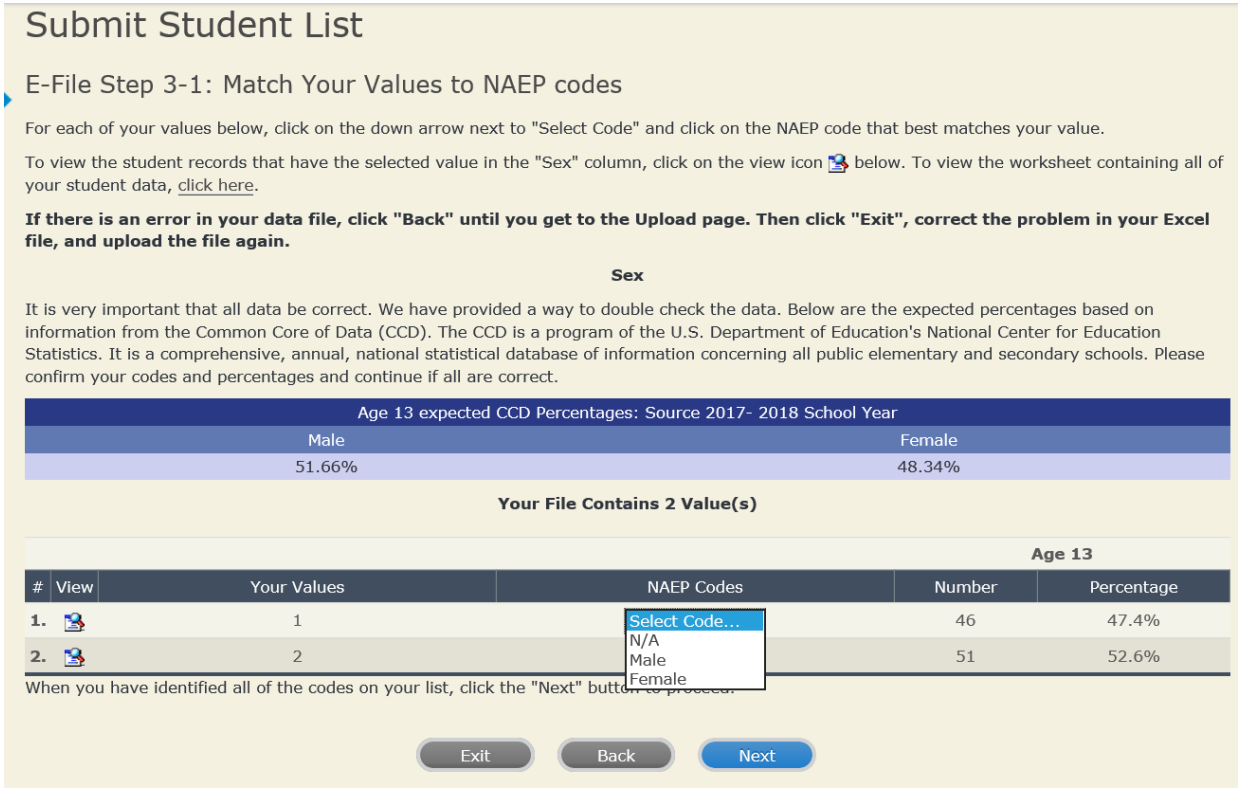


Step 4 – Map Your Columns and Rows to NAEP Values

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.

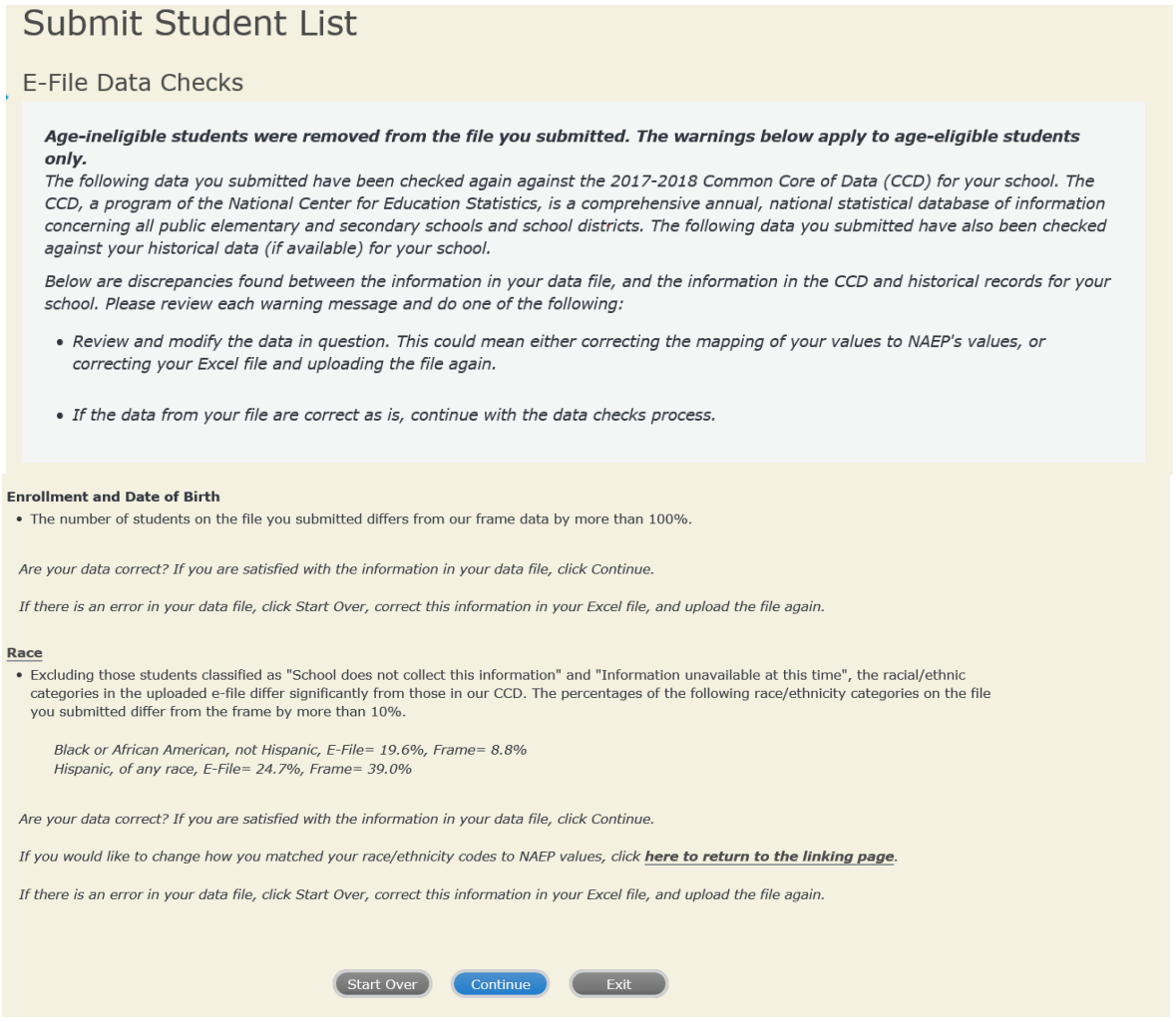


Shown below is an example of row mapping. You need to match the values in each of your columns to the NAEP codes (in drop-down). Once you map a value, select “Next” to move to the next value.



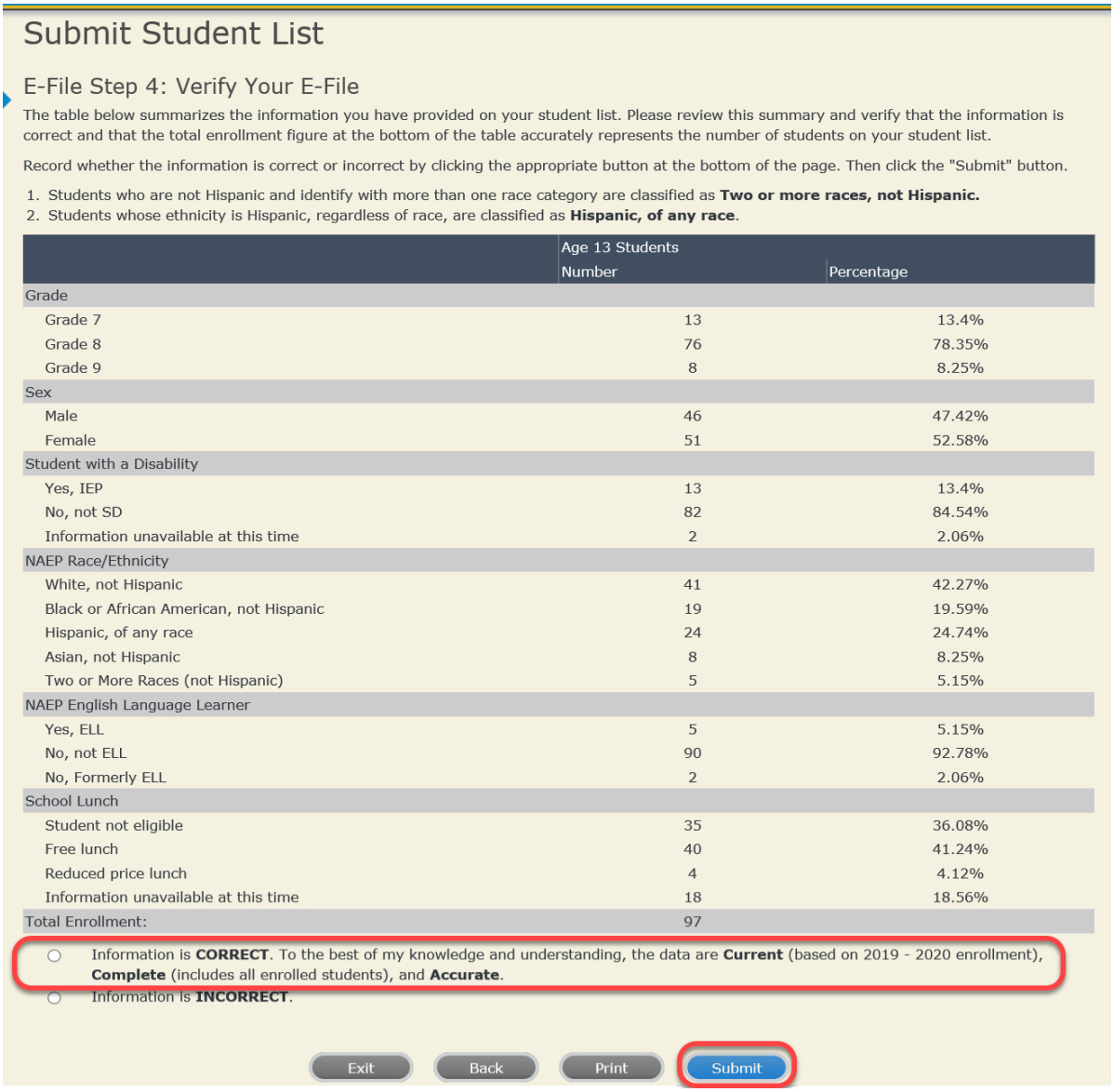
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 13 Students	
	Number	Percentage
Grade		
Grade 7	13	13.4%
Grade 8	76	78.35%
Grade 9	8	8.25%
Sex		
Male	46	47.42%
Female	51	52.58%
Student with a Disability		
Yes, IEP	13	13.4%
No, not SD	82	84.54%
Information unavailable at this time	2	2.06%
NAEP Race/Ethnicity		
White, not Hispanic	41	42.27%
Black or African American, not Hispanic	19	19.59%
Hispanic, of any race	24	24.74%
Asian, not Hispanic	8	8.25%
Two or More Races (not Hispanic)	5	5.15%
NAEP English Language Learner		
Yes, ELL	5	5.15%
No, not ELL	90	92.78%
No, Formerly ELL	2	2.06%
School Lunch		
Student not eligible	35	36.08%
Free lunch	40	41.24%
Reduced price lunch	4	4.12%
Information unavailable at this time	18	18.56%
Total Enrollment:	97	

○ Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.

○ Information is **INCORRECT**.

Exit Back Print Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-2f: Age 13 students, six columns without National School Lunch Program

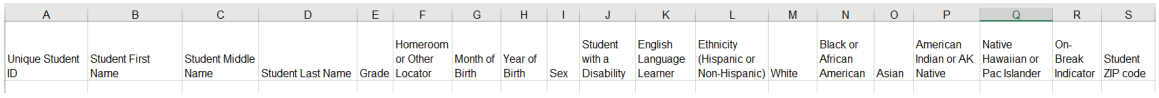
NAEP 2019–2020 LTT 13 Instructions for Preparing and Submitting an Electronic File of St ıts (Six Columns Race/Ethnicity)

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	P	Q	R	S
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	Ethnicity (Hispanic or Non-Hispanic)	White	Black or African American	Asian	American Indian or AK Native	Native Hawaiian or Pac Islander	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 **January 1, 2006** and **December 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 data for **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,[18] 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. 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 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 below: 2006	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Ethnicity (Hispanic or not)	School-defined codes for: • ***Yes, Hispanic***: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***No, Not Hispanic*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: White	• ***Yes, White:*** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East • ***No, not White*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

[18] 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
Race: Black or African American	• ***Yes, Black**:* A person having origins in any of the Black peoples of Africa • ***No, not Black*** • ***Information unavailable at this time**:* 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: Asian	• ***Yes, Asian**:* 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 • ***No, not Asian*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: American Indian or Alaska Native	• ***Yes, American Indian or Alaska Native**:* 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 • ***No, not American Indian or Alaska Native*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: Native Hawaiian or Pacific Islander	• ***Yes, Native Hawaiian or Pacific Islander**:* A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***No, not Native Hawaiian or Pacific Islander*** • ***Information unavailable at this time**:* 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Students with Disabilities (SD)	School-defined codes for: • ***Yes, IEP**:* Student has a formal Individualized Education Program (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." • ***No, not SD**:* Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." • ***Information unavailable at this time**:* 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.	Use **ONE** code per student, text or numeric

Excel Header/ Field Name	NAEP Values	Comments
English Language Learner (ELL)	School-defined codes for: • ***Yes, ELL*** • ***No, Not ELL*** • ***No, Formerly ELL:*** 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. • ***Information unavailable at this time:*** 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.	Use **ONE** 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 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.

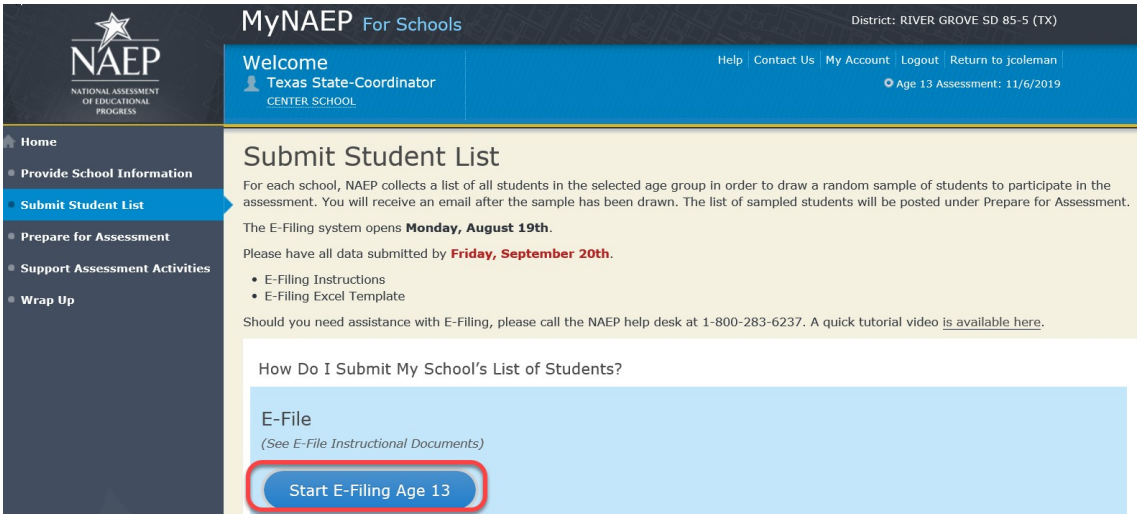
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.

- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

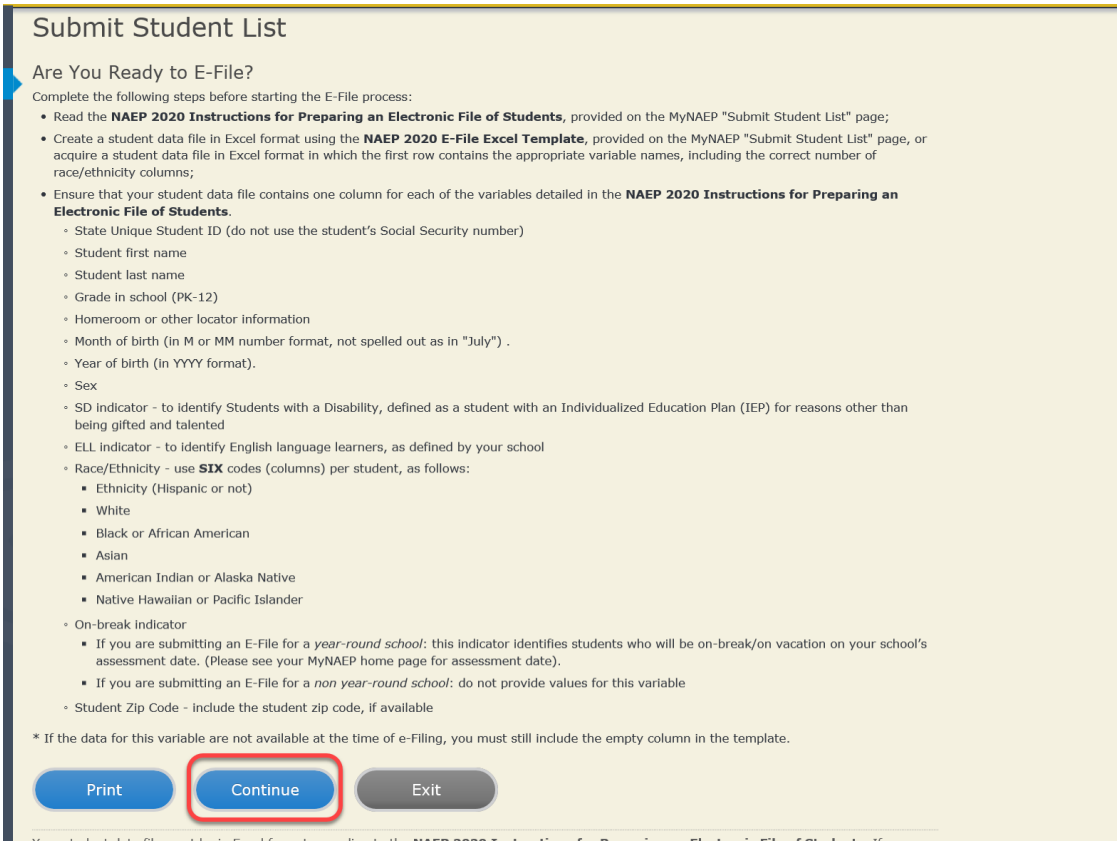
Step 3 – E-File

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.

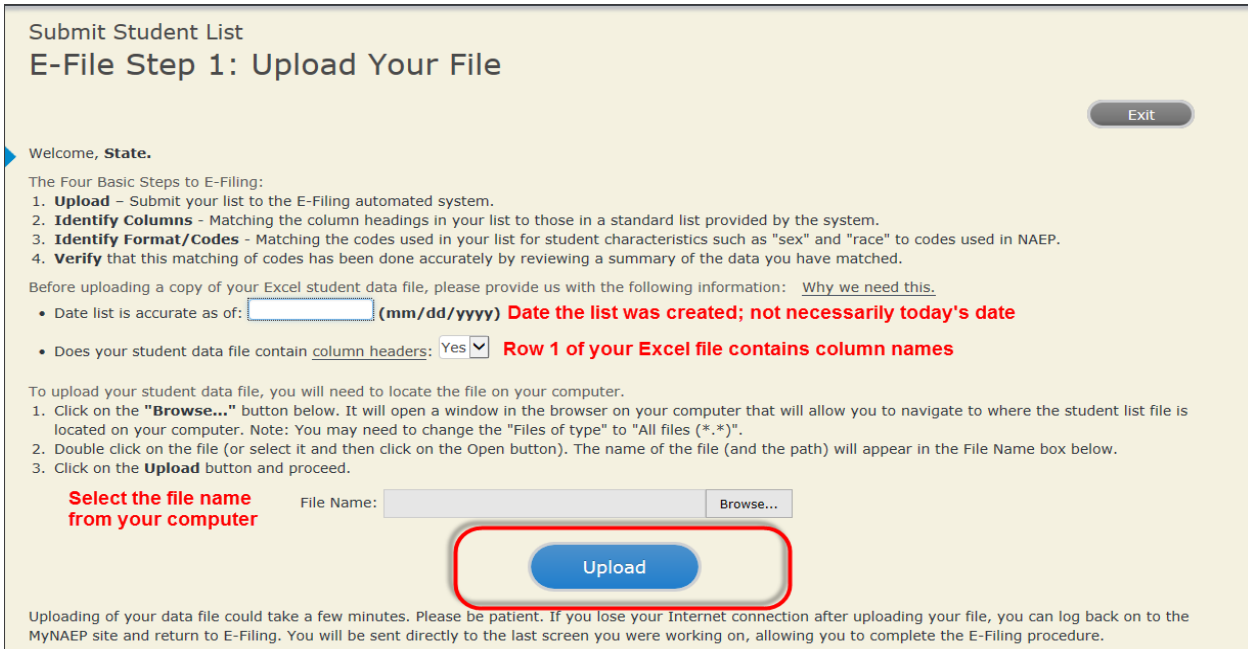
- Select the “Start E-Filing Age 13” button.



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

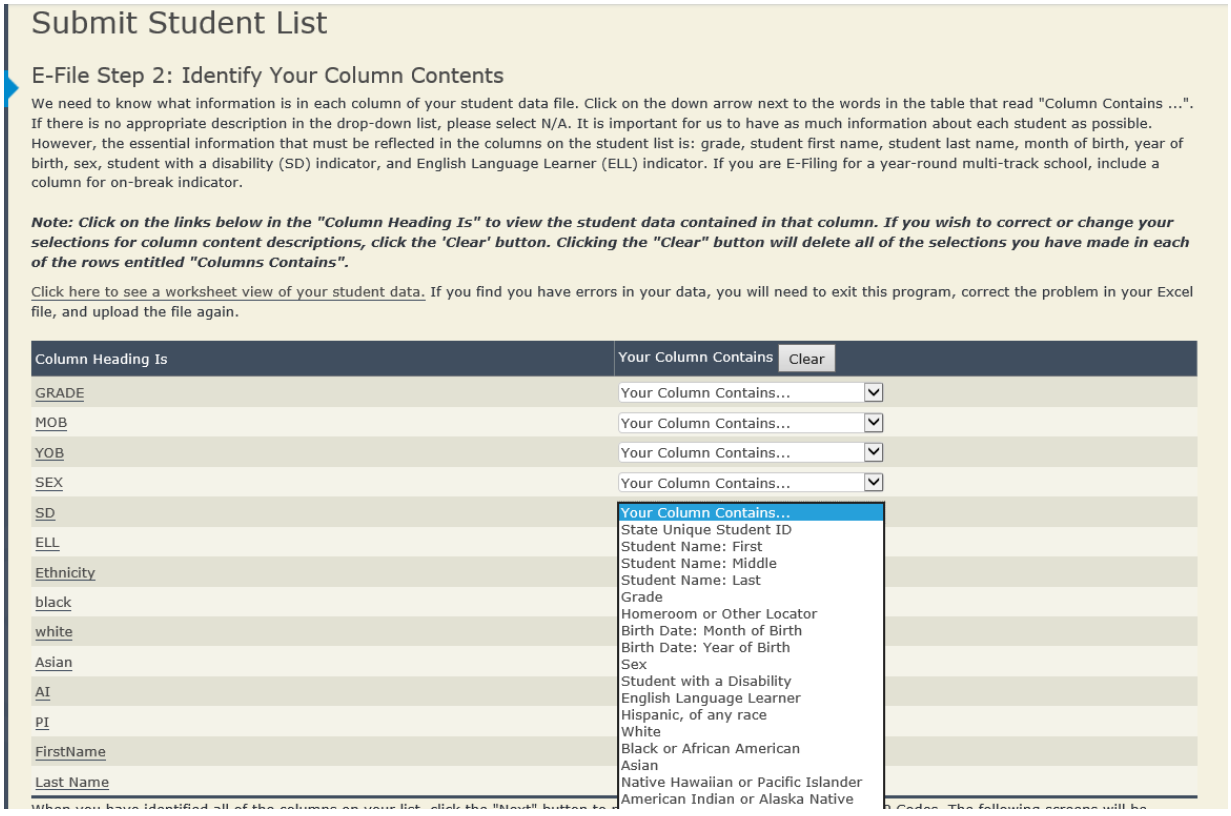


- Enter the required fields and then browse for the name of your file and select “Upload.”

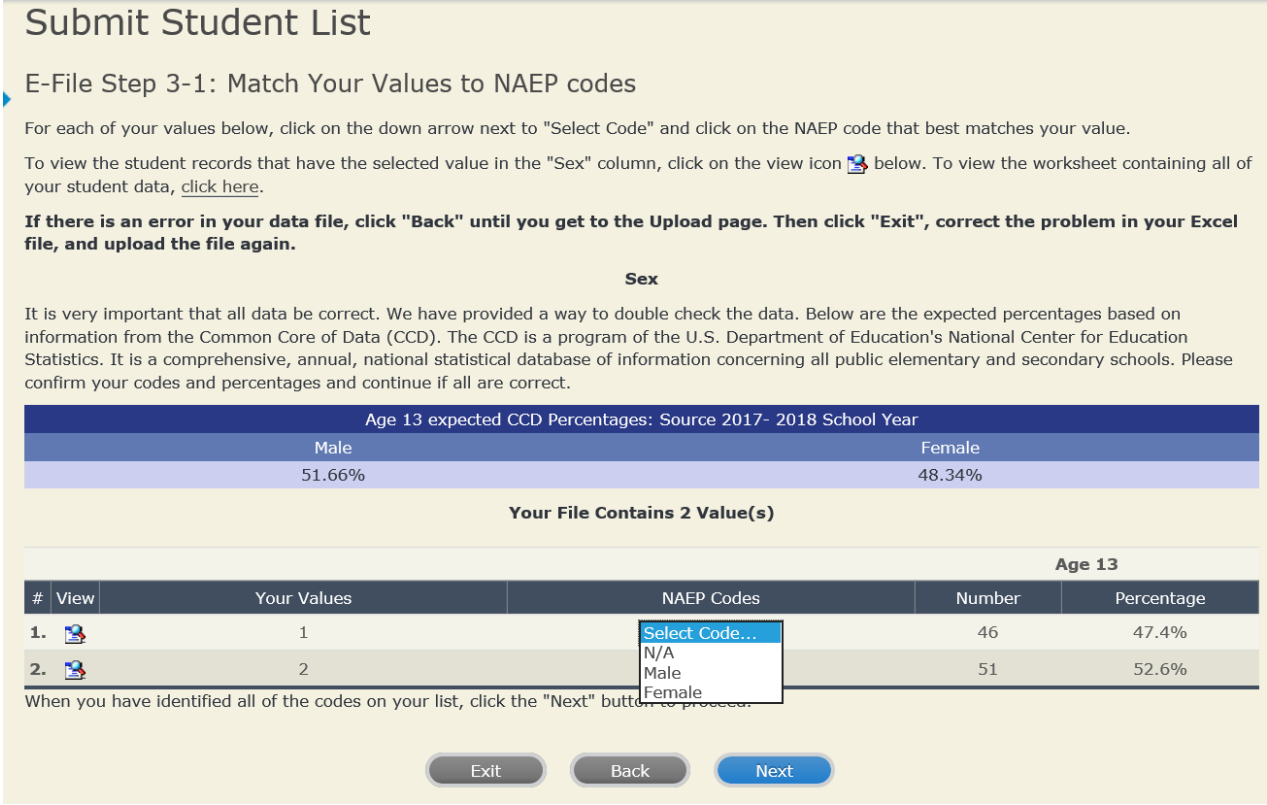


Step 4 – Map Your Columns and Rows to NAEP Values

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.

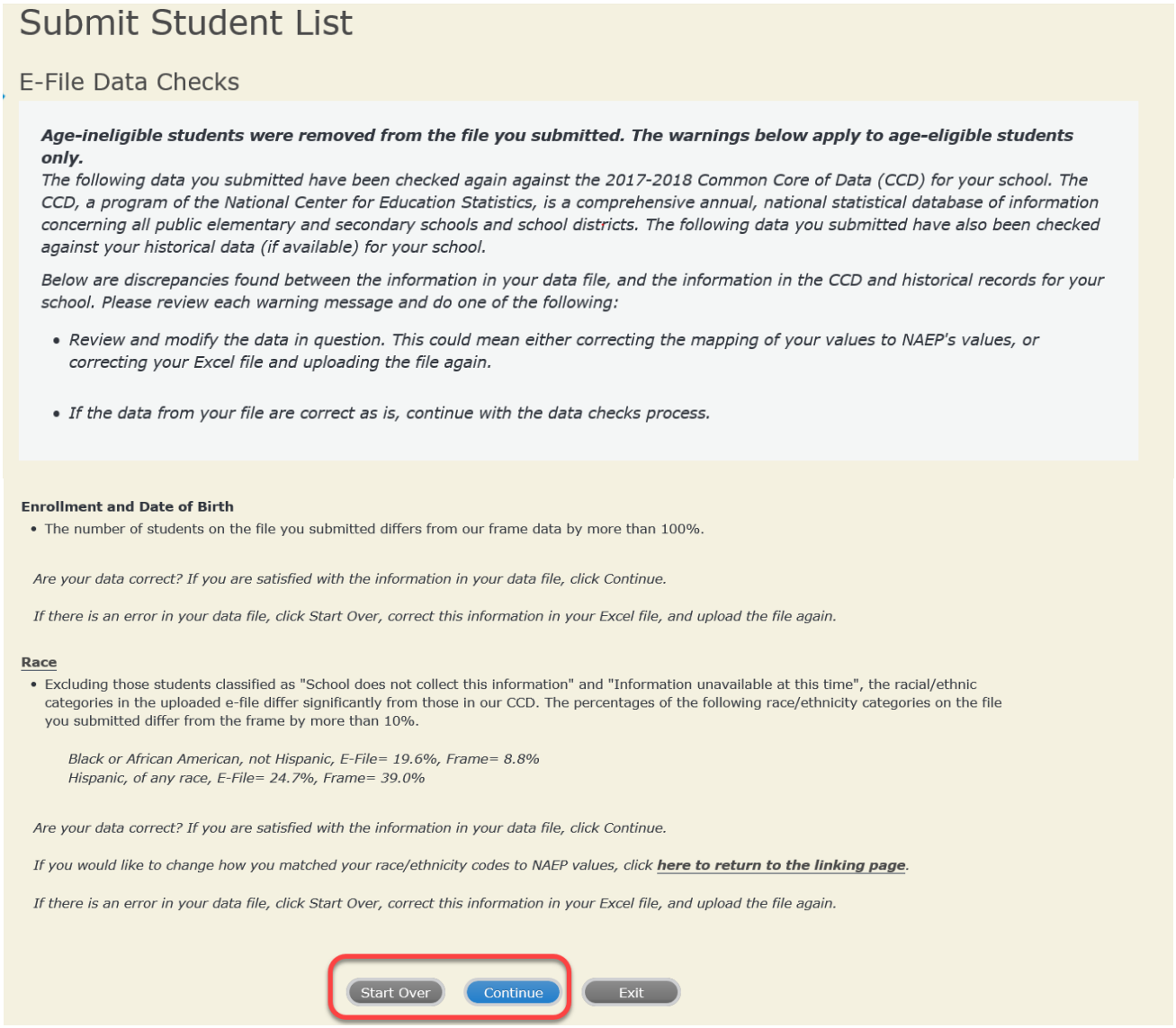


Shown below is an example of row mapping. You need to match the values in each of your columns to the NAEP codes (in drop-down). Once you map a value, select “Next” to move to the next value.



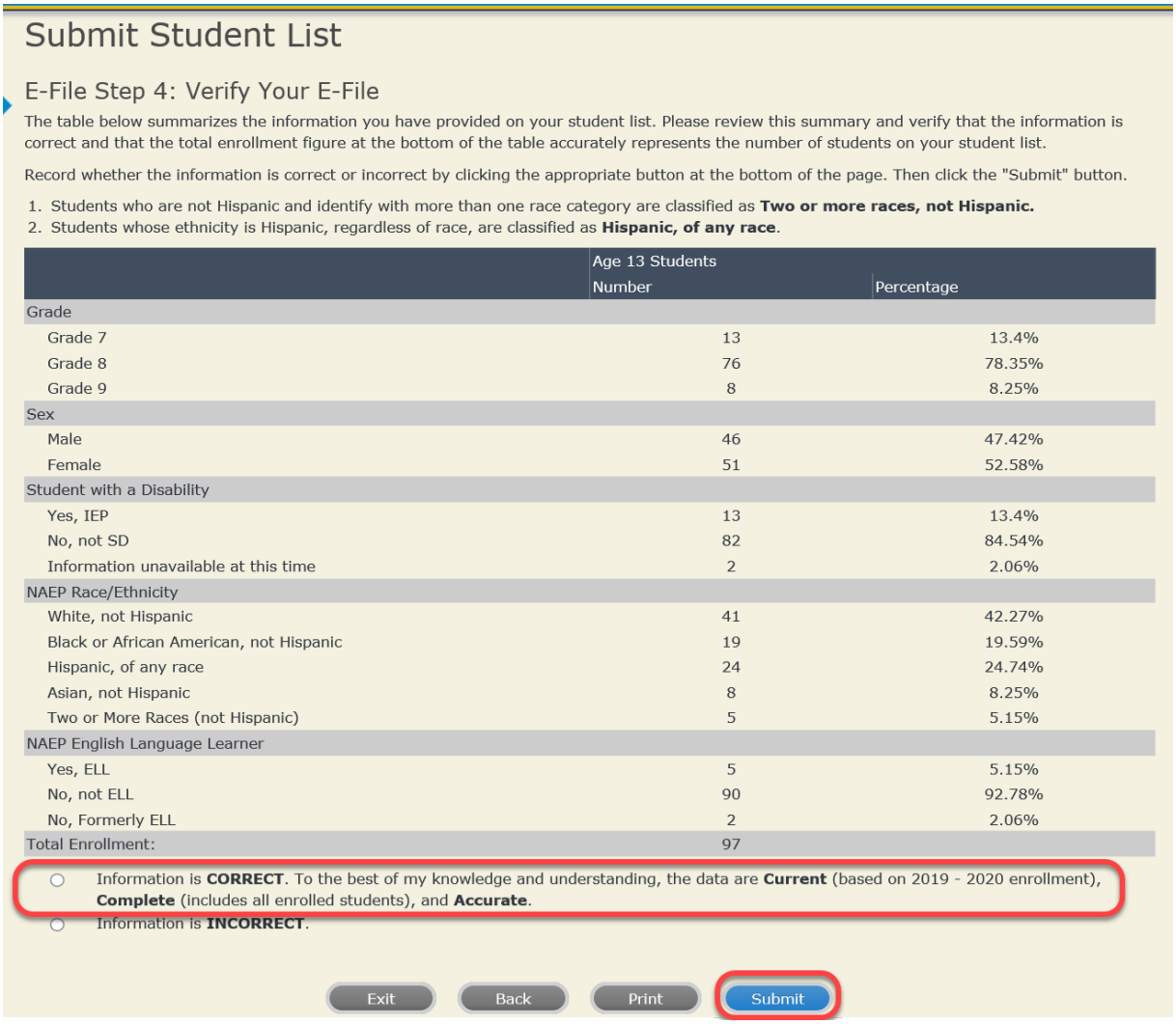
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 13 Students	
	Number	Percentage
Grade		
Grade 7	13	13.4%
Grade 8	76	78.35%
Grade 9	8	8.25%
Sex		
Male	46	47.42%
Female	51	52.58%
Student with a Disability		
Yes, IEP	13	13.4%
No, not SD	82	84.54%
Information unavailable at this time	2	2.06%
NAEP Race/Ethnicity		
White, not Hispanic	41	42.27%
Black or African American, not Hispanic	19	19.59%
Hispanic, of any race	24	24.74%
Asian, not Hispanic	8	8.25%
Two or More Races (not Hispanic)	5	5.15%
NAEP English Language Learner		
Yes, ELL	5	5.15%
No, not ELL	90	92.78%
No, Formerly ELL	2	2.06%
Total Enrollment:	97	

○ Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.

○ Information is **INCORRECT**.

Exit Back Print Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-3: Age 17 students

Appendix H2-3a: Age 17 students, one column with National School Lunch Program

NAEP 2019-2020 LTT 17 Instructions for Preparing and Submitting an Electronic File of St ıts (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 **October 1, 2002** and **September 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 data for **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,[19] 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. 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 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 below: 2002–2003	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female

[19] 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
Race/Ethnicity – one column	School-defined codes for: • ***Hispanic, of any race***: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***White, not Hispanic***: A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East • ***Black or African American, not Hispanic****:* A person having origins in any of the Black peoples of Africa • ***Asian, not Hispanic****:* 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 • ***American Indian or Alaska Native, not Hispanic****:* 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 • ***Native Hawaiian or Pacific Islander, not Hispanic****:* A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***Two or More Races, not Hispanic****:* A person who identifies with two or more of the non-Hispanic categories above • ***School does not collect this information****:* Available to nonpublic schools only. When used, this code must be applied to all students. • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric
National School Lunch Program (NSLP)	School defined codes for: • ***Student not eligible to participate****:* Student is not eligible for free or reduced-price lunch • ***Free lunch****:* Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch." [20] • ***Reduced-price lunch****:* Student is eligible for reduced-price lunch • ***School not participating****:* School does not participate in the NSLP. When used, this code must be applied to all students. • ***Information unavailable at this time****:* 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. ***SPECIAL INSTRUCTIONS FOR CEP SCHOOLS****: 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**. ----------	Use **ONE** code per student, text or numeric

[20] If it is not possible to distinguish between "free" and "reduced-price" for some students, code these students as eligible for free lunch.

<table>
<tr><th>Excel Header/
Field Name</th><th>NAEP Values</th><th>Comments</th></tr>
<tr><td></td><td>

CEP Direct Only

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).

Please code your students as follows:

<table>
<tr><th>Is the student economically disadvantaged?</th><th>How should student be coded on NAEP?</th></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>

CEP Direct Certification Plus

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.

Please code your students as follows:

<table>
<tr><th>Is the student economically disadvantaged?</th><th>How should student be coded on NAEP?</th></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>

</td><td></td></tr>
</table>

<table>
<tr><th>Excel Header/
Field Name</th><th>NAEP Values</th><th>Comments</th></tr>
<tr><td></td><td>CEP All

In our state, all students in CEP schools are considered economically disadvantaged.

Please code your students as follows:

<table><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></td><td></td></tr>
<tr><td>Students with Disabilities (SD)</td><td>School defined codes for:
• Yes, IEP: Student has a formal Individualized Education Program (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.”
• No, not SD: Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”
• Information unavailable at this time: 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.</td><td>Use ONE code per student, text or numeric</td></tr>
<tr><td>English Language Learner (ELL)</td><td>School-defined codes for:
• Yes, ELL
• No, Not ELL
• No, Formerly ELL: 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.
• Information unavailable at this time: 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.</td><td>Use ONE code per student, text or numeric</td></tr>
<tr><td>On-Break Indicator</td><td>School-defined code</td><td>Only for year-round schools; column can be left off if school is not year-round</td></tr>
<tr><td>Student ZIP Code</td><td>Numeric only</td><td>If available; format can be 5 digits or 5 plus 4</td></tr>
</table>

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

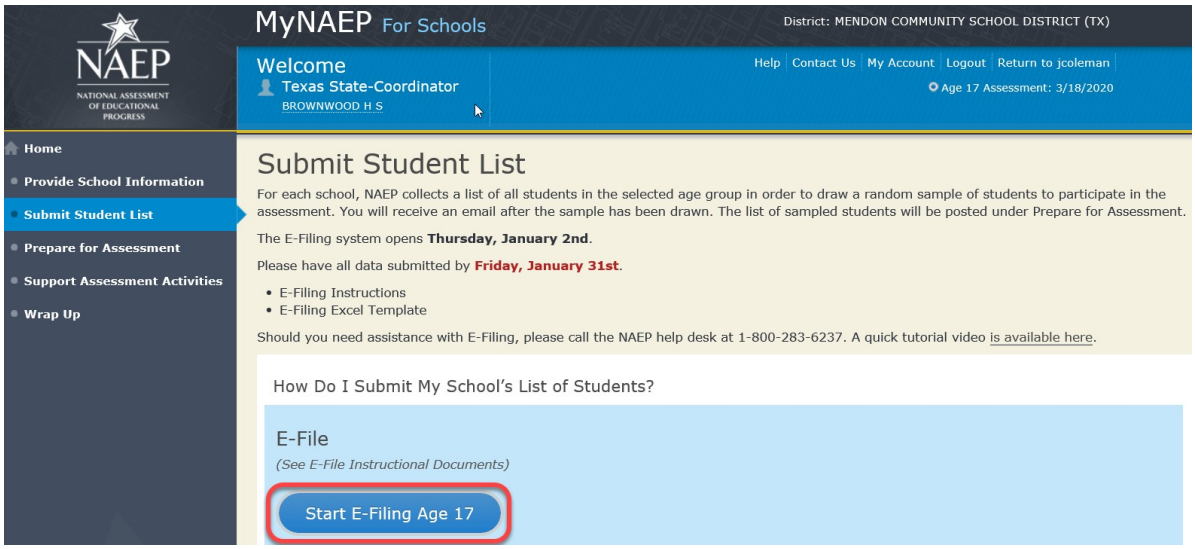
provides the NAEP "Sex" information, and your value of "1" is "Male" and a "2" is "Female," or whatever the correct interpretation.)

- 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.

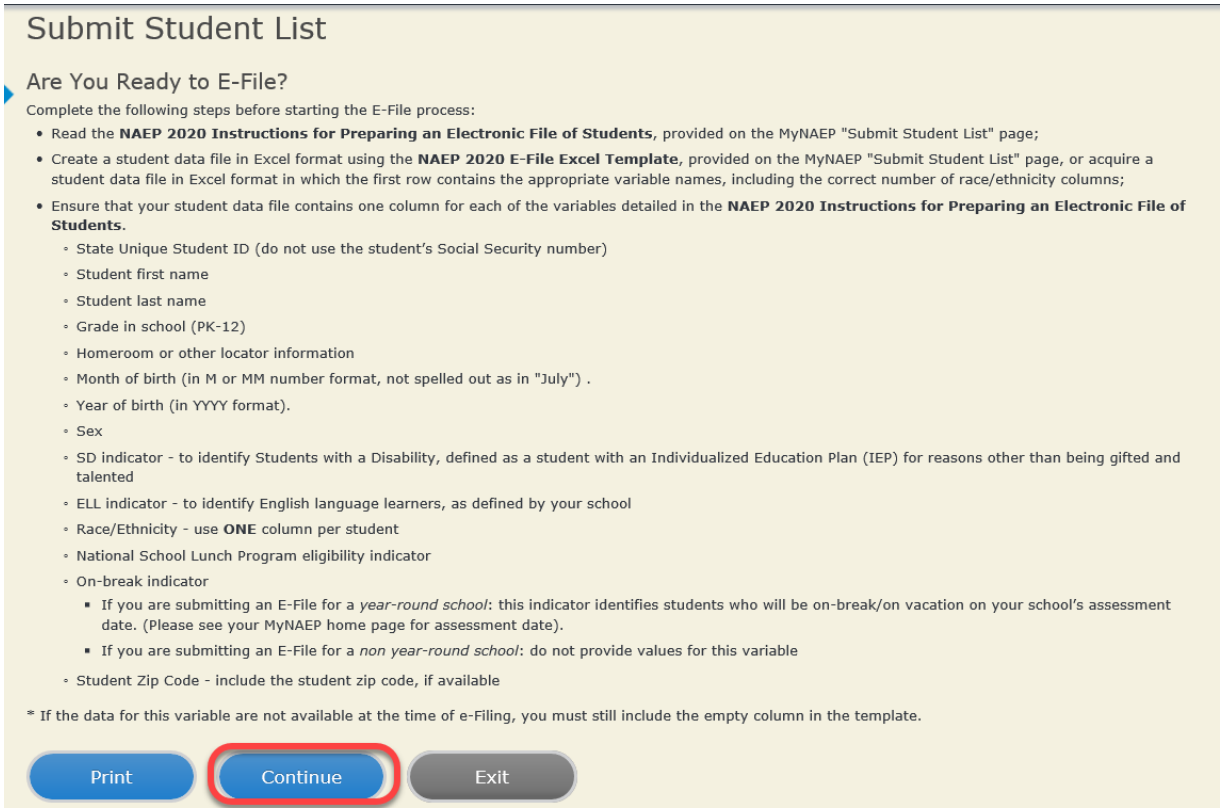
Step 3 – E-File

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.

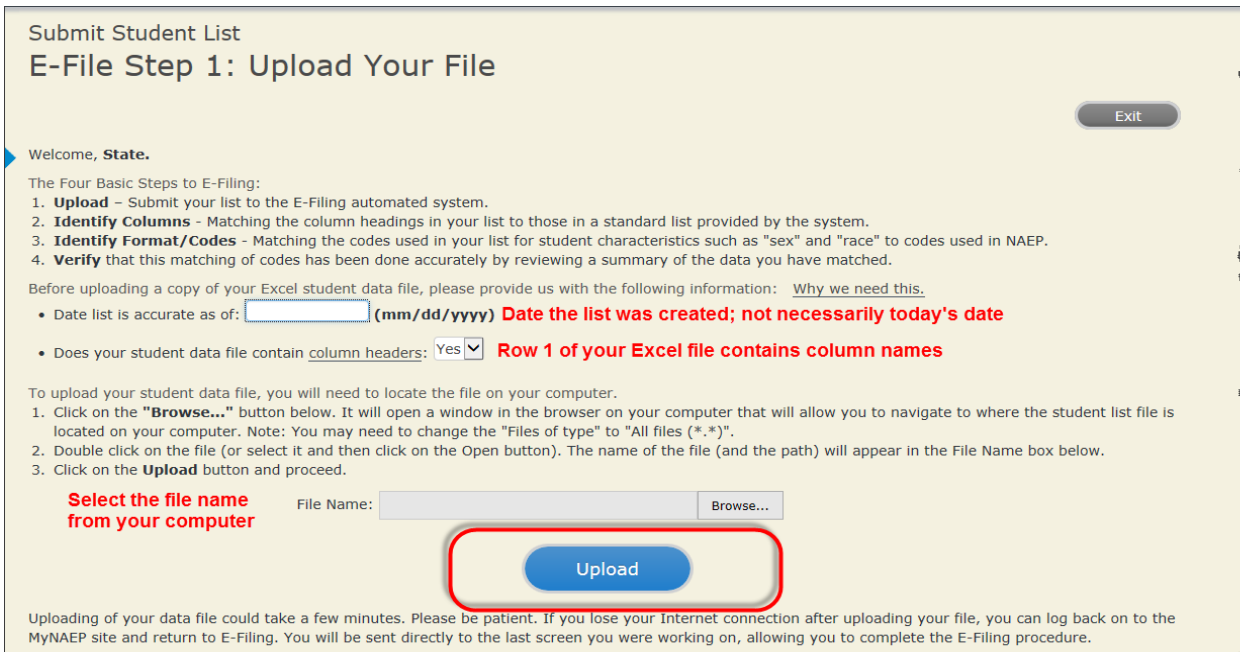
- Select the "Start E-Filing Age 17" button.



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

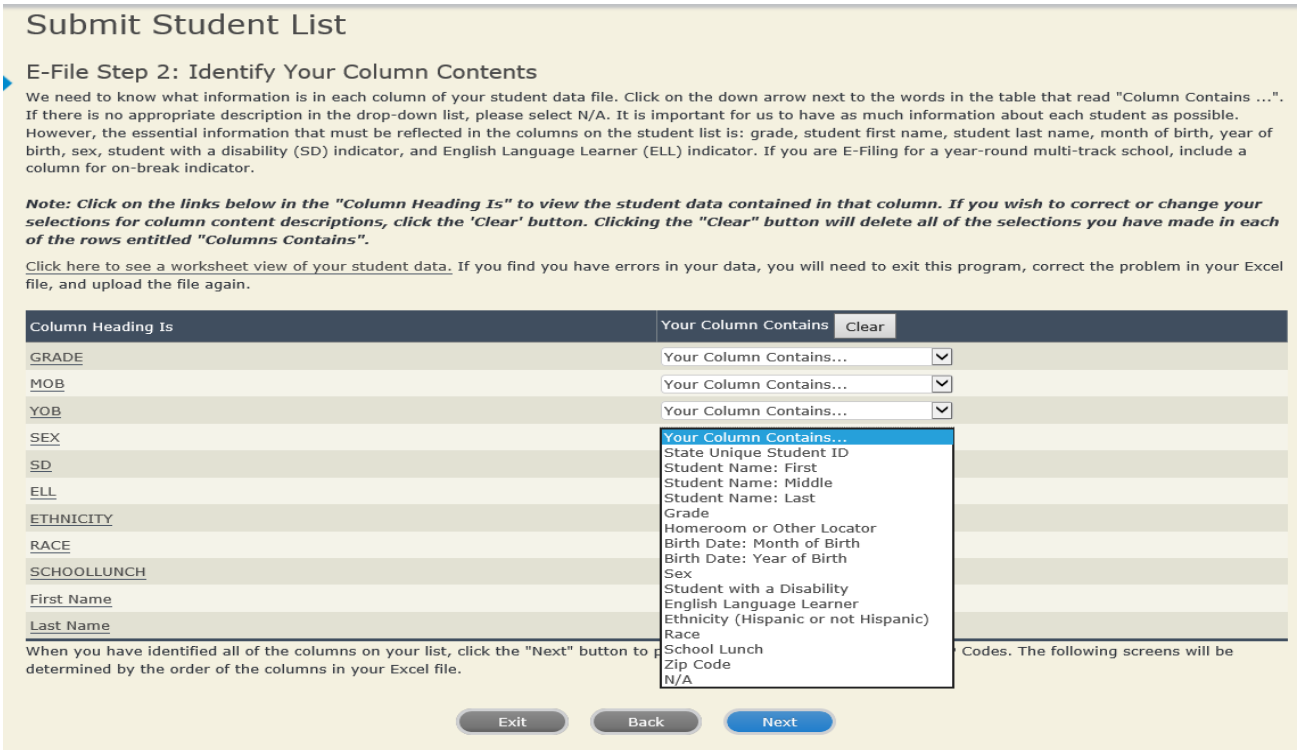


- Enter the required fields and then browse for the name of your file and select "Upload."

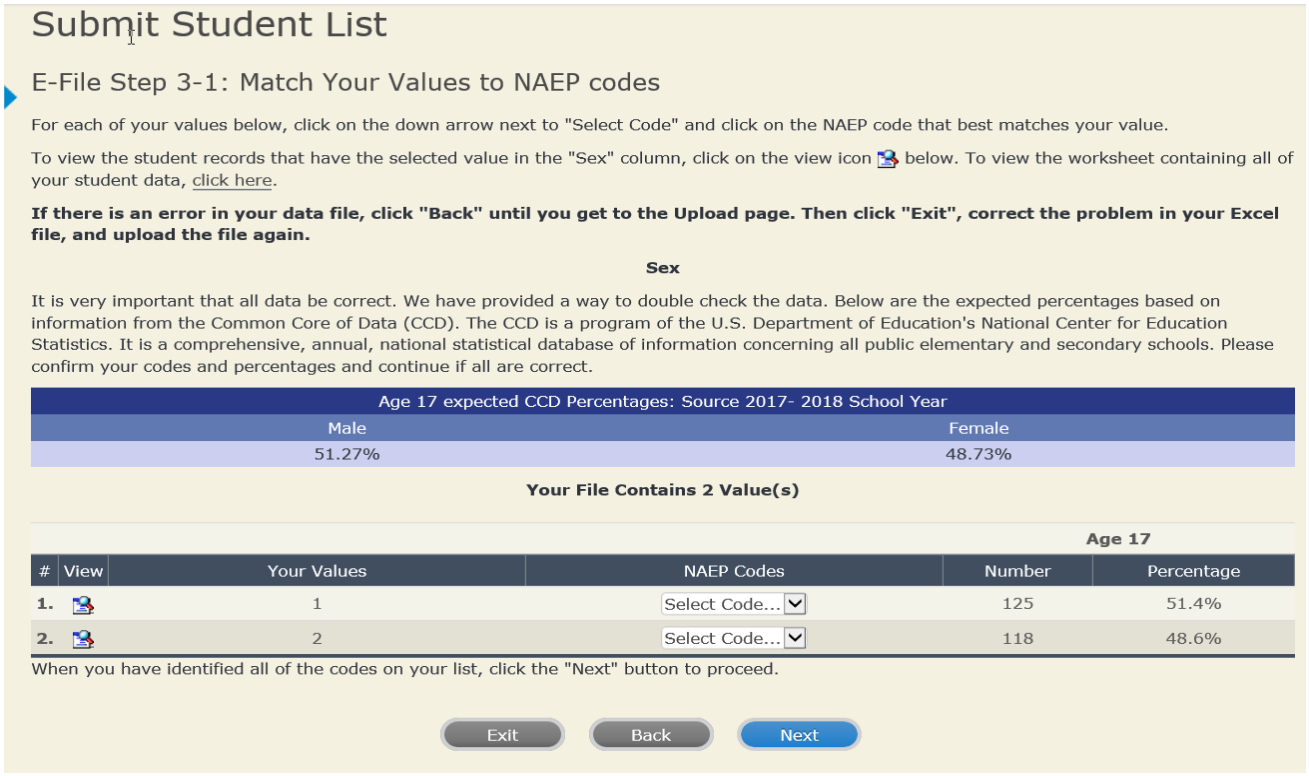


Step 4 – Map Your Columns and Rows to NAEP Values

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.

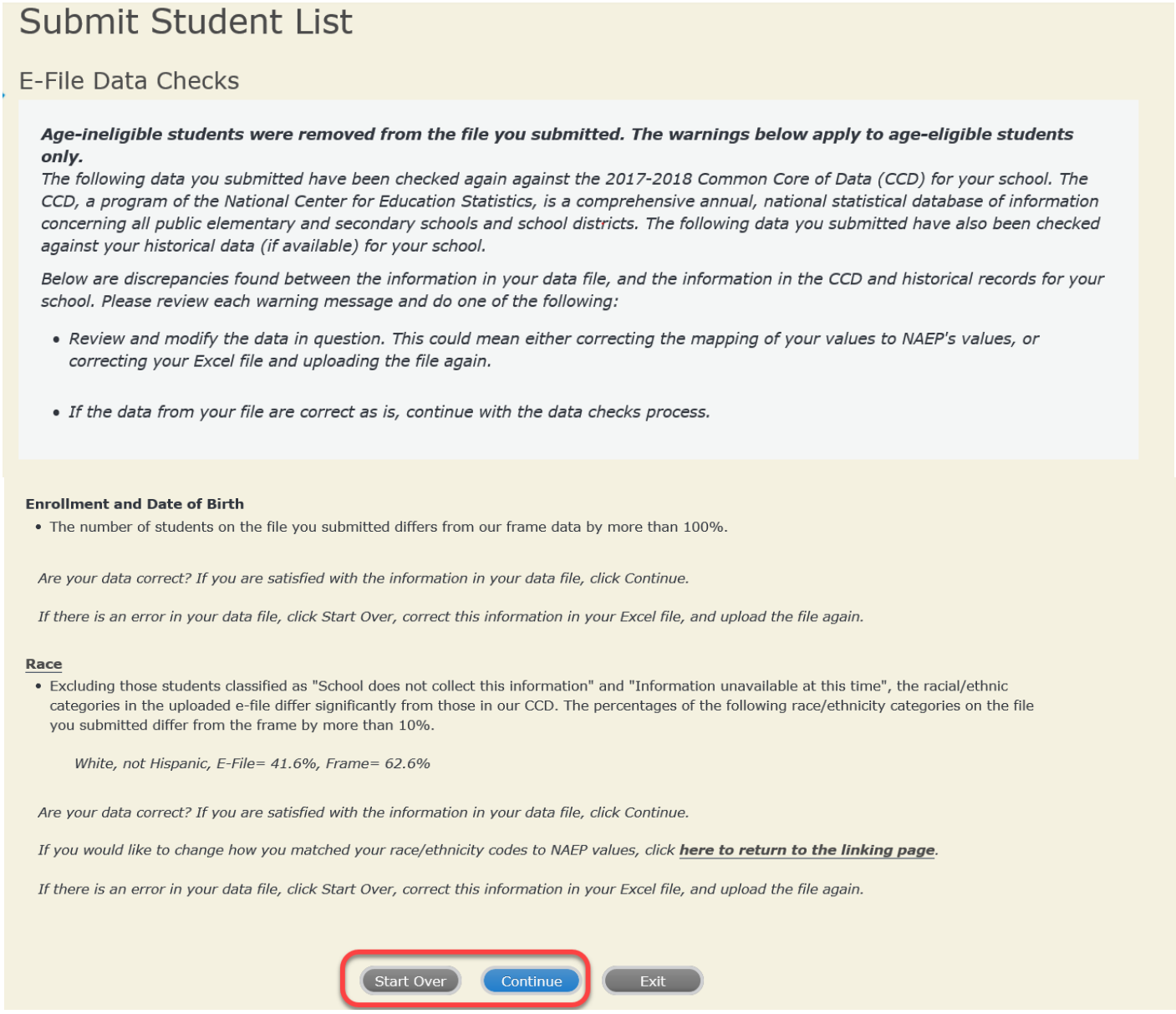


Shown below is an example of row mapping. You need to match the values in each of your columns to the NAEP codes (in drop-down). Once you map a value, select “Next” to move to the next value.



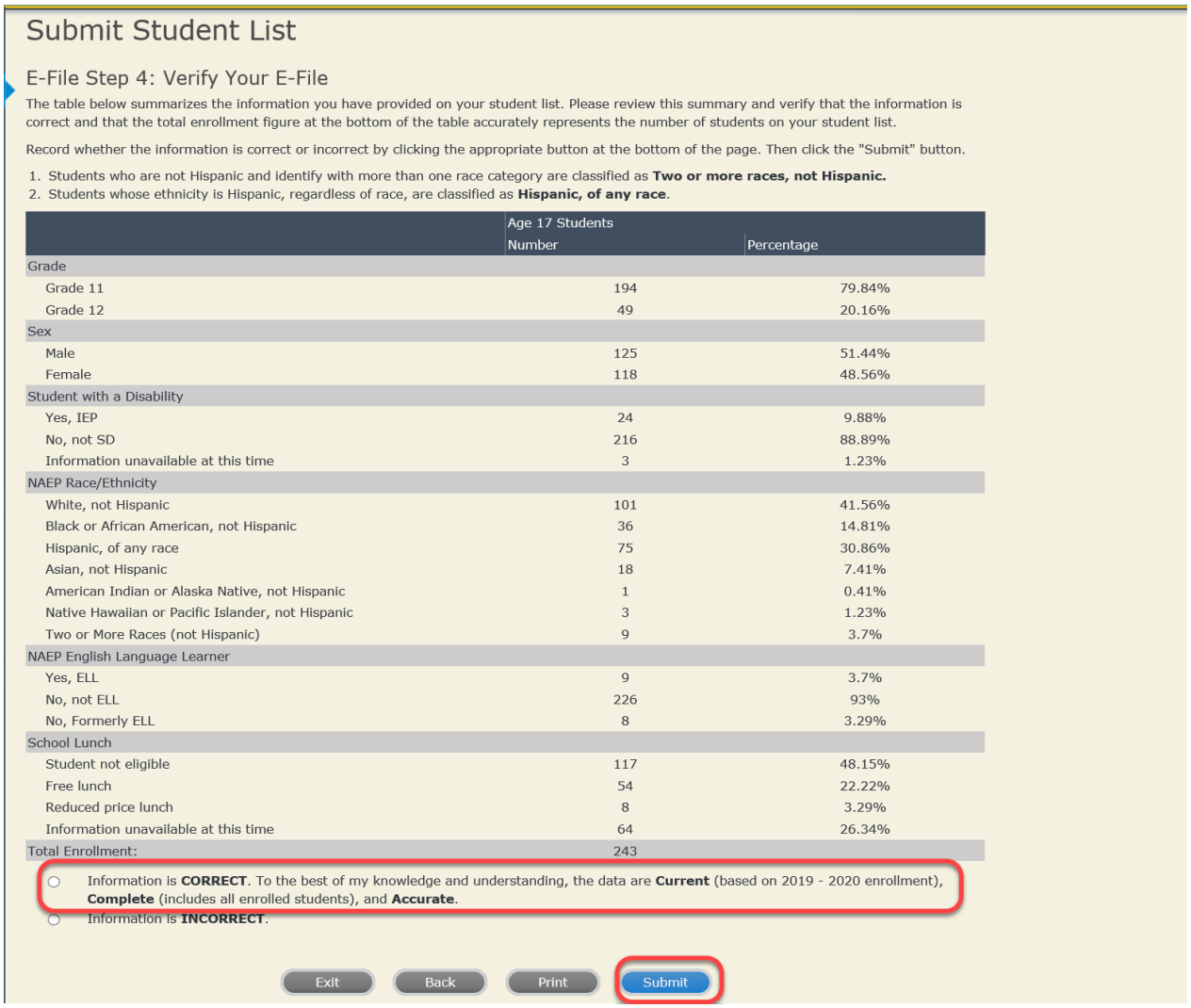
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 17 Students	
	Number	Percentage
Grade		
Grade 11	194	79.84%
Grade 12	49	20.16%
Sex		
Male	125	51.44%
Female	118	48.56%
Student with a Disability		
Yes, IEP	24	9.88%
No, not SD	216	88.89%
Information unavailable at this time	3	1.23%
NAEP Race/Ethnicity		
White, not Hispanic	101	41.56%
Black or African American, not Hispanic	36	14.81%
Hispanic, of any race	75	30.86%
Asian, not Hispanic	18	7.41%
American Indian or Alaska Native, not Hispanic	1	0.41%
Native Hawaiian or Pacific Islander, not Hispanic	3	1.23%
Two or More Races (not Hispanic)	9	3.7%
NAEP English Language Learner		
Yes, ELL	9	3.7%
No, not ELL	226	93%
No, Formerly ELL	8	3.29%
School Lunch		
Student not eligible	117	48.15%
Free lunch	54	22.22%
Reduced price lunch	8	3.29%
Information unavailable at this time	64	26.34%
Total Enrollment:	243	

○ Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.

○ Information is **INCORRECT**.

Exit Back Print Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-3b: Age 17 students, one column without National School Lunch Program

NAEP 2019-2020 LTT 17 Instructions for Preparing and Submitting an Electronic File of St ıts (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
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	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 **October 1, 2002** and **September 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 data for **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,[21] 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. 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 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 below: 2002–2003	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female

[21] 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
Race/Ethnicity – one column	School-defined codes for: • ***Hispanic, of any race***: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***White, not Hispanic***: A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East • ***Black or African American, not Hispanic*:** A person having origins in any of the Black peoples of Africa • ***Asian, not Hispanic****:* 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 • ***American Indian or Alaska Native, not Hispanic****:* 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 • ***Native Hawaiian or Pacific Islander, not Hispanic****:* A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***Two or More Races, not Hispanic:*** A person who identifies with two or more of the non-Hispanic categories above • ***School does not collect this information:*** Available to nonpublic schools only. When used, this code must be applied to all students. • ***Information unavailable at this time:*** 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.	Use **ONE** code per student, text or numeric
Students with Disabilities (SD)	School defined codes for: • ***Yes, IEP:*** Student has a formal Individualized Education Program (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." • ***No, not SD:*** Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." • ***Information unavailable at this time:*** 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.	Use **ONE** code per student, text or numeric
English Language Learner (ELL)	School-defined codes for: • ***Yes, ELL*** • ***No, Not ELL*** • ***No, Formerly ELL****:* 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. • ***Information unavailable at this time:*** 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.	Use **ONE** code per student, text or numeric

Excel Header/ Field Name	NAEP Values	Comments
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

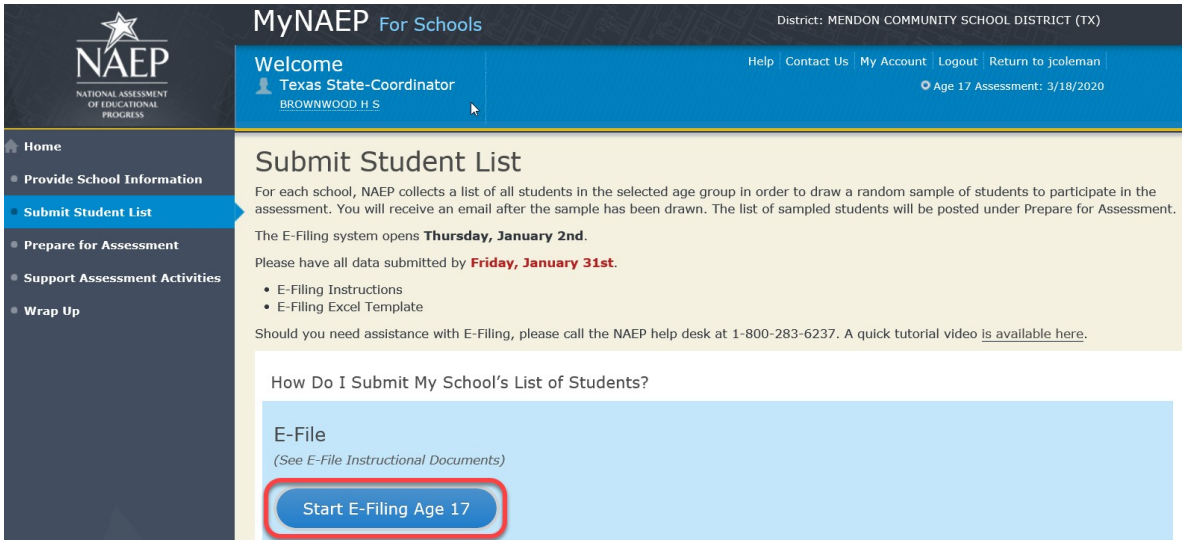
Tips for ensuring the E-File process goes smoothly:

- 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.

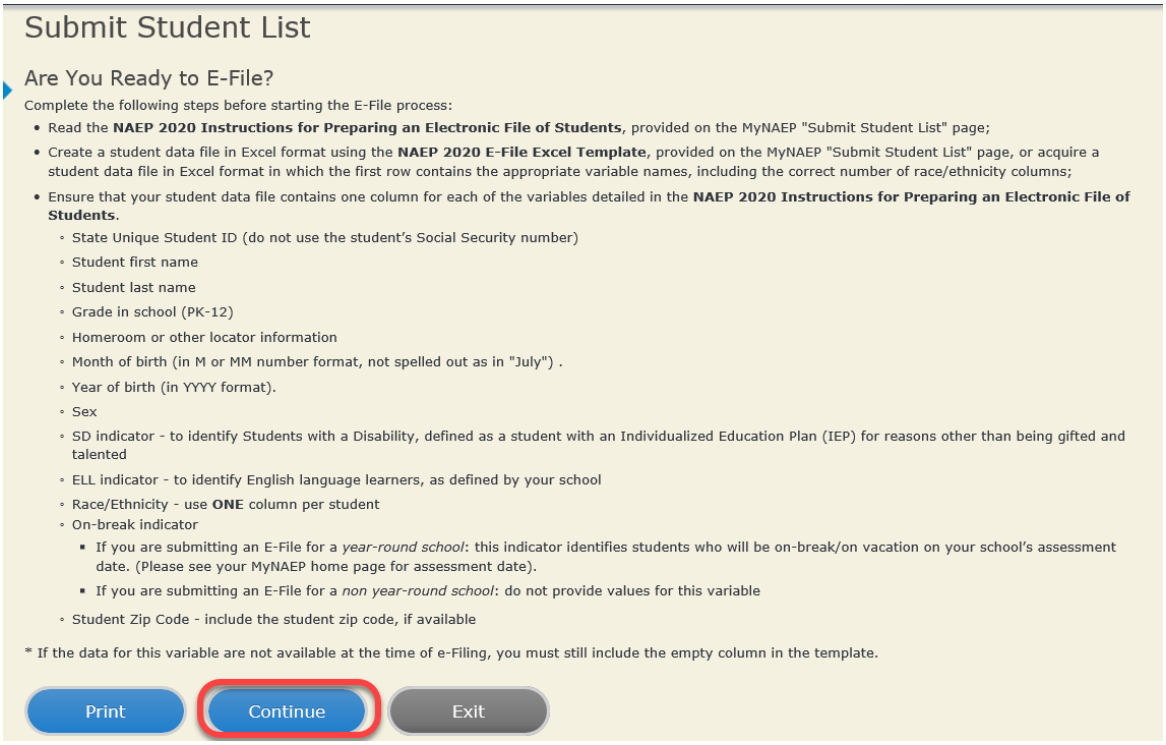
Step 3 – E-File

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.

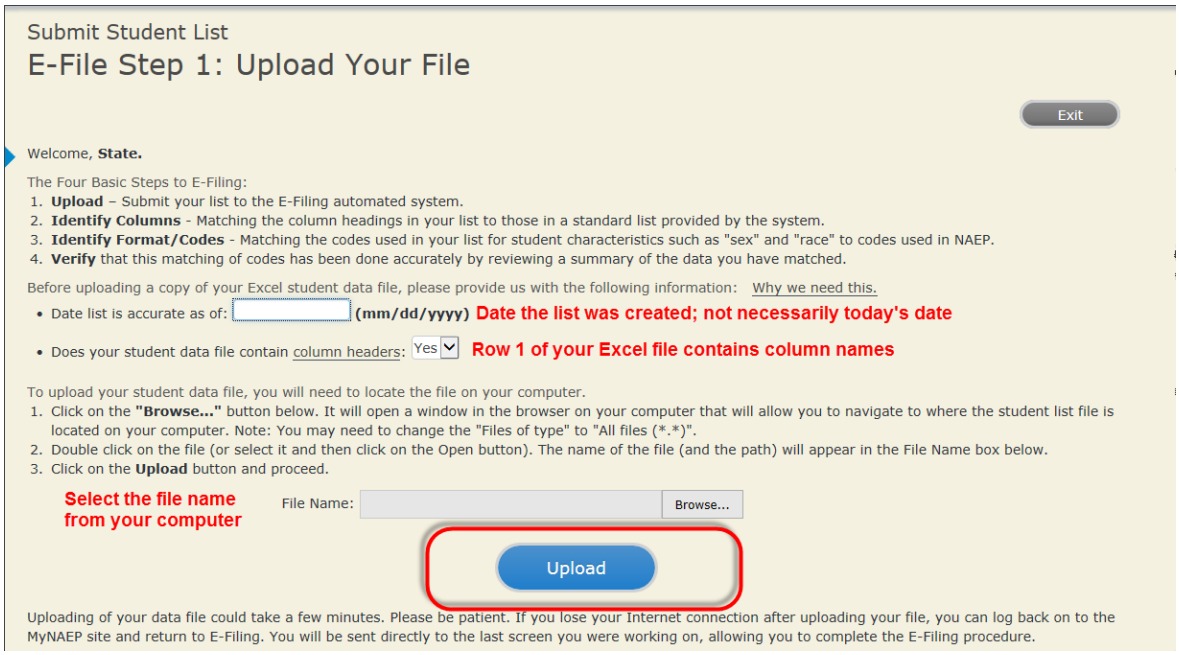
- Select the "Start E-Filing Age 17" button.



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

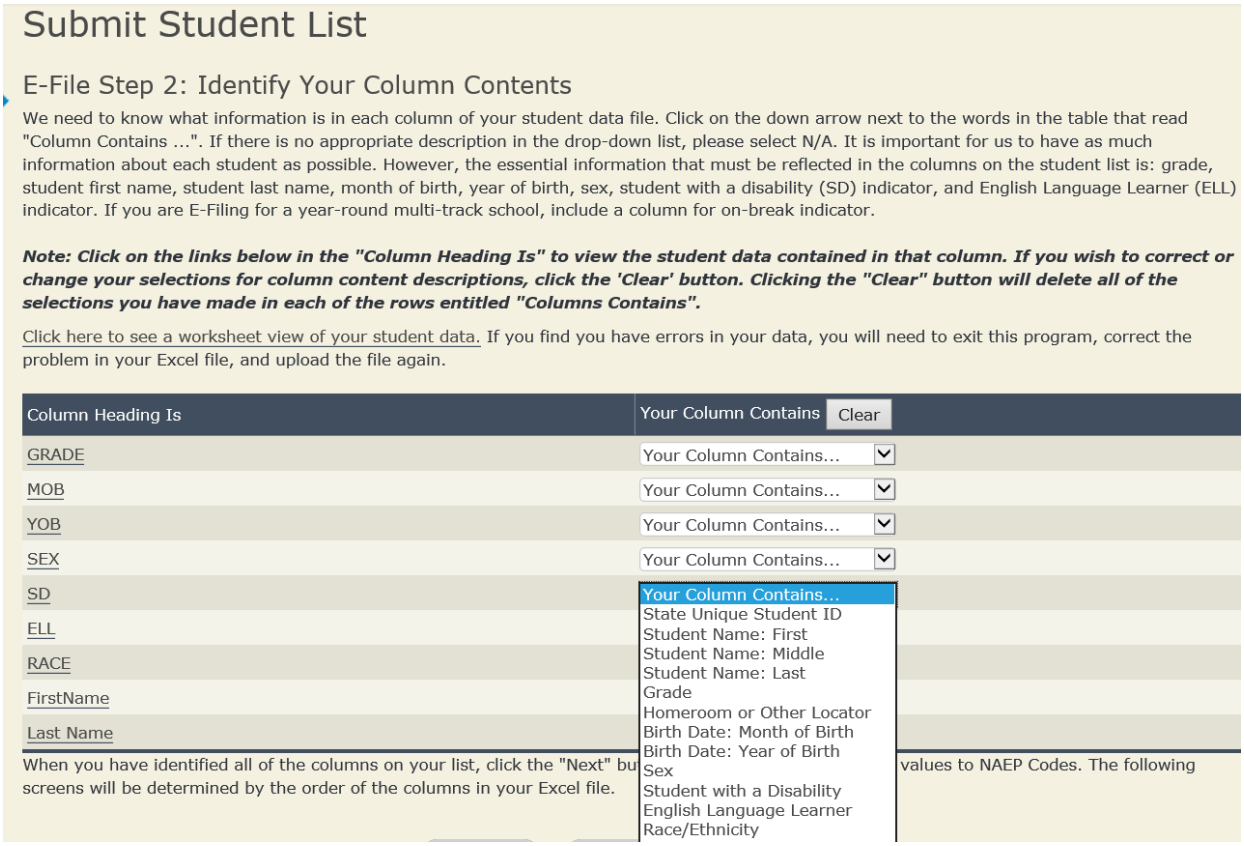


- Enter the required fields and then browse for the name of your file and select "Upload."

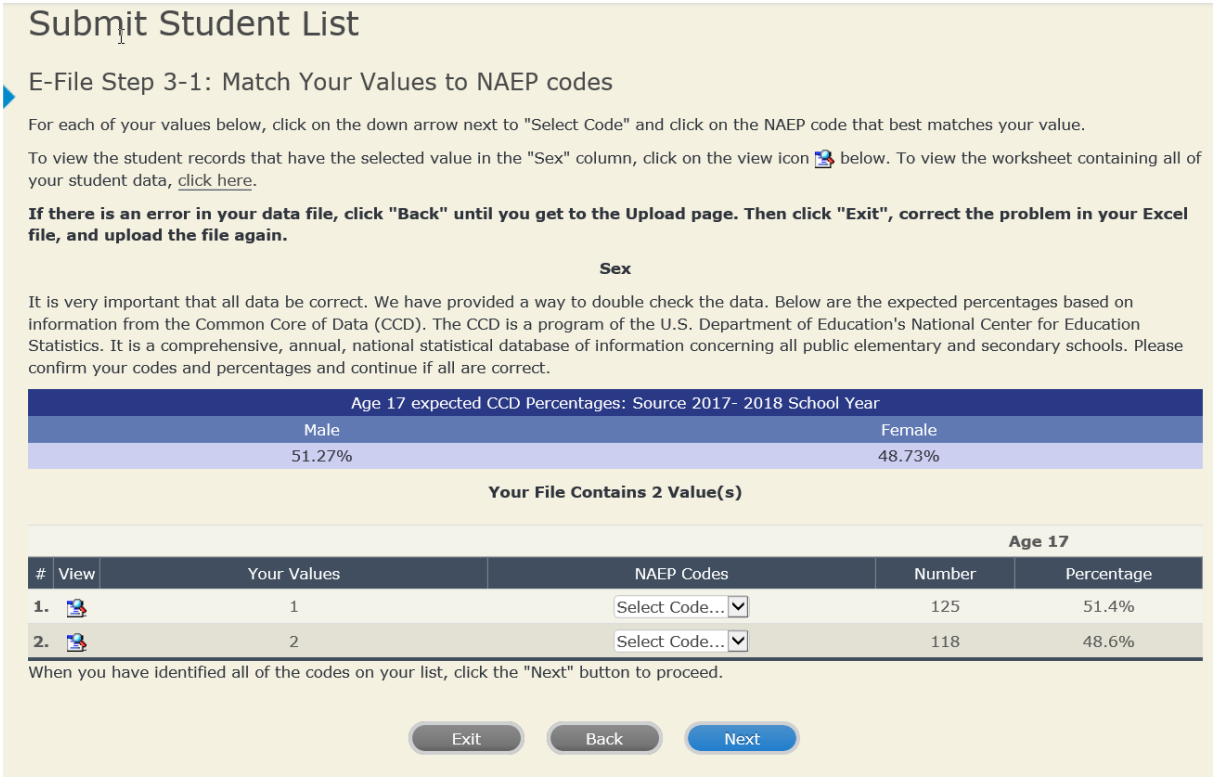


Step 4 – Map Your Columns and Rows to NAEP Values

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.

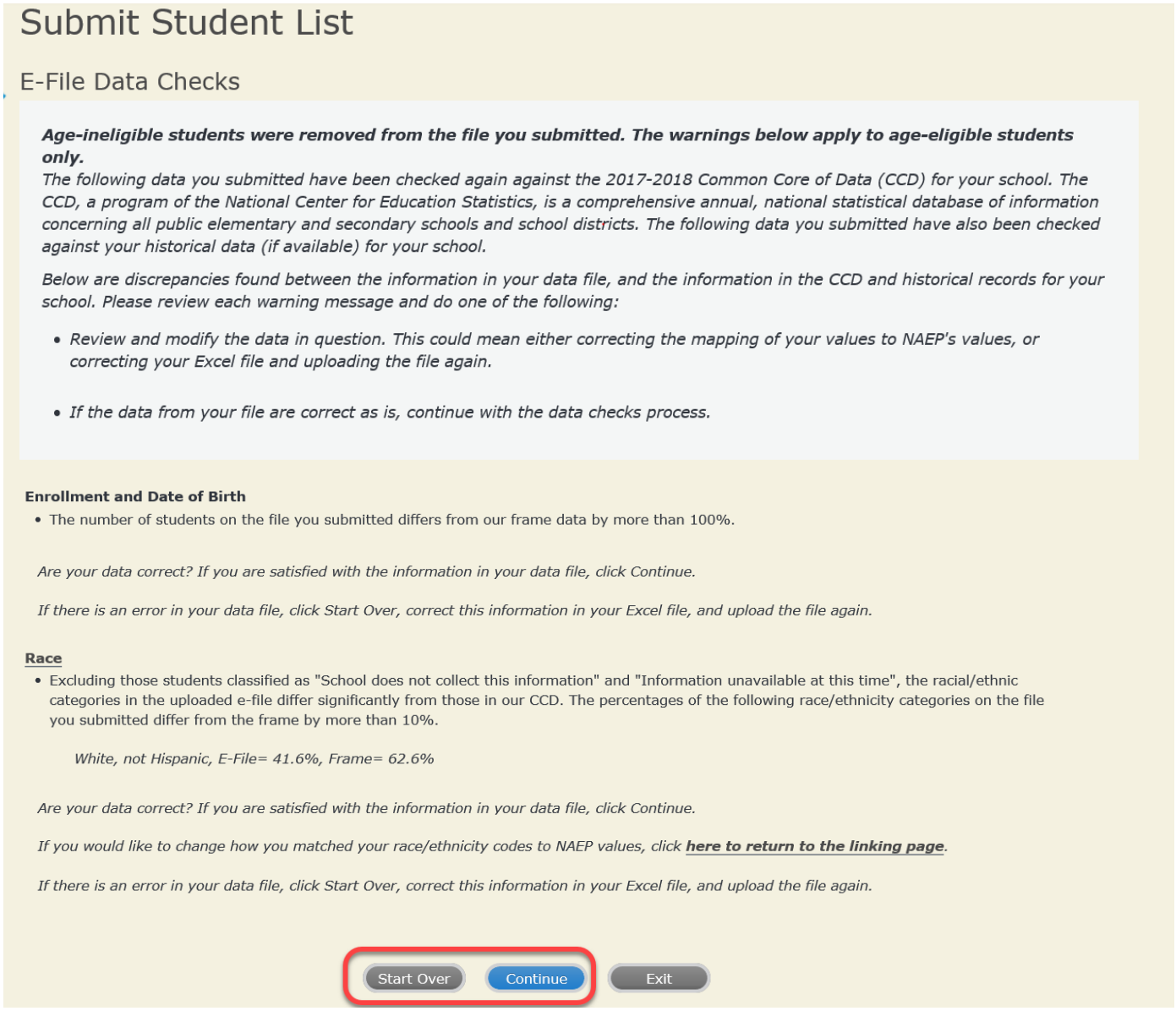


Shown below is an example of row mapping. You need to match the values in each of your columns to the NAEP codes (in drop-down). Once you map a value, select “Next” to move to the next value.



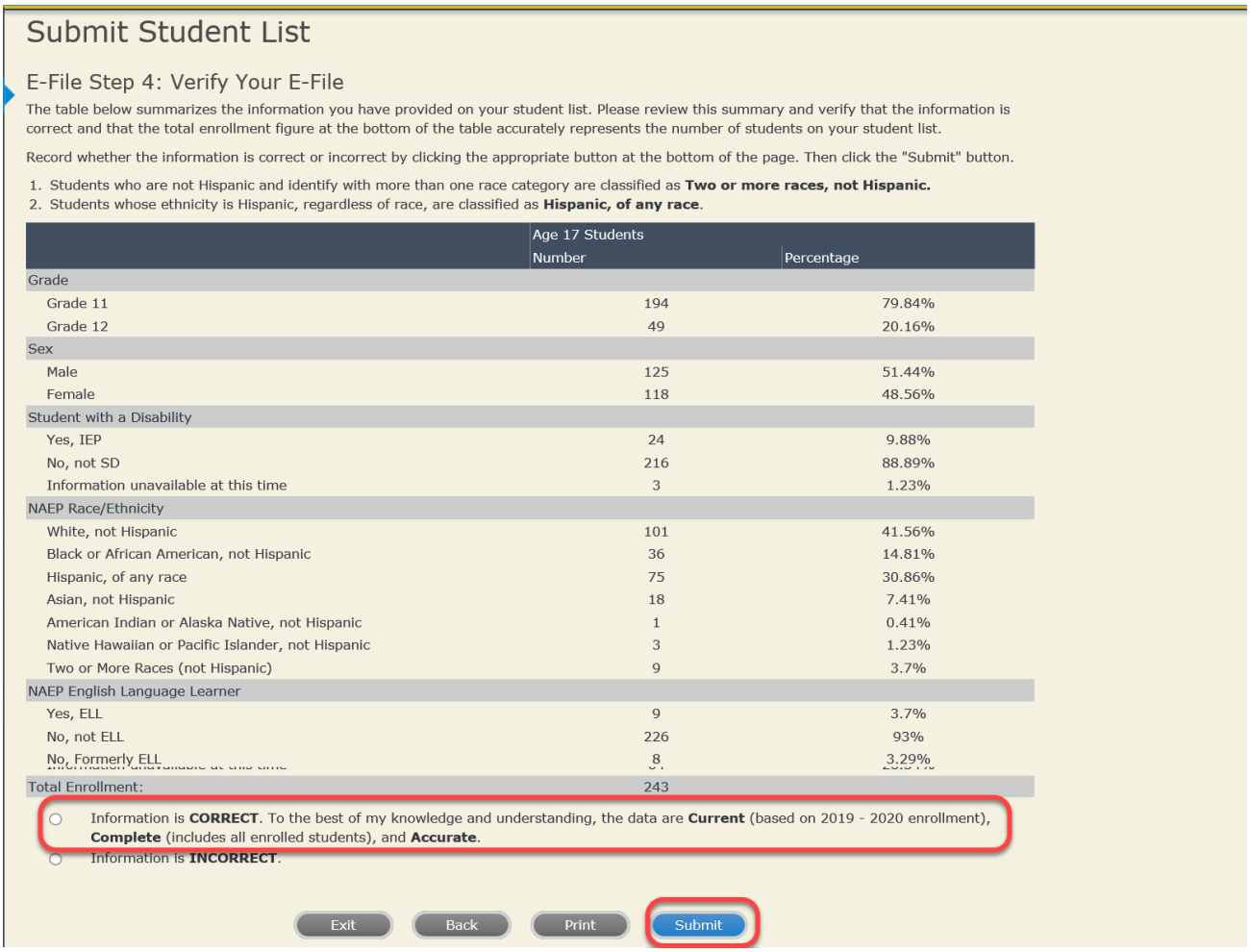
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 17 Students	
	Number	Percentage
Grade		
Grade 11	194	79.84%
Grade 12	49	20.16%
Sex		
Male	125	51.44%
Female	118	48.56%
Student with a Disability		
Yes, IEP	24	9.88%
No, not SD	216	88.89%
Information unavailable at this time	3	1.23%
NAEP Race/Ethnicity		
White, not Hispanic	101	41.56%
Black or African American, not Hispanic	36	14.81%
Hispanic, of any race	75	30.86%
Asian, not Hispanic	18	7.41%
American Indian or Alaska Native, not Hispanic	1	0.41%
Native Hawaiian or Pacific Islander, not Hispanic	3	1.23%
Two or More Races (not Hispanic)	9	3.7%
NAEP English Language Learner		
Yes, ELL	9	3.7%
No, not ELL	226	93%
No, Formerly ELL	8	3.29%
Total Enrollment:	243	

- ○ Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.
- ○ Information is **INCORRECT**.

Exit | Back | Print | Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-3c: Age 17 students, two columns with National School Lunch Program

NAEP 2019-2020 LTT 17 Instructions for Preparing and Submitting an Electronic File of St ıts (Two Columns 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	P
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	Ethnicity (Hispanic or Non-Hispanic)	Race	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 **October 1, 2002** and **September 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 data for **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,[22] 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 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 below: 2002–2003	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Ethnicity (Hispanic or not)	School-defined codes for: • ***Yes, Hispanic***: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***No, Not Hispanic*** • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric

[22] 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
Race	School-defined codes for: • ***White***: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East • ***Black or African American****:* A person having origins in any of the Black peoples of Africa • ***Asian****:* 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 • ***American Indian or Alaska Native****:* 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 • ***Native Hawaiian or Pacific Islander****:* A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***Two or More Races****:* A person who identifies with two or more of the race categories above • ***School does not collect this information****:* Available to nonpublic schools only. When used, this code must be applied to all students. • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric
National School Lunch Program (NSLP)	School defined codes for: • ***Student not eligible to participate****:* Student is not eligible for free or reduced-price lunch • ***Free lunch****:* Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch."[23] • ***Reduced price lunch****:* Student is eligible for reduced-price lunch • ***School not participating****:* School does not participate in the NSLP. When used, this code must be applied to all students. • ***Information unavailable at this time****:* 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. ***SPECIAL INSTRUCTIONS FOR CEP SCHOOLS****: 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.** ----------	Use **ONE** code per student, text or numeric

[23] 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
	CEP Direct Only 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). Please code your students as follows: 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 --- **CEP Direct Certification Plus** 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. Please code your students as follows: 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	
	CEP All In our state, all students in CEP schools are considered economically disadvantaged. Please code your students as follows: Is the student economically disadvantaged? / How should student be coded on NAEP? 1. Yes / 1. Eligible for free lunch	

Excel Header/ Field Name	NAEP Values	Comments
Students with Disabilities (SD)	School-defined codes for: • ***Yes, IEP**:* Student has a formal Individualized Education Program (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." • ***No, not SD**:* Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." • ***Information unavailable at this time**:* 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.	Use **ONE** code per student, text or numeric
English Language Learner (ELL)	School-defined codes for: • ***Yes, ELL*** • ***No, Not ELL*** • ***No, Formerly ELL**:* 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. • ***Information unavailable at this time**:* 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.	Use **ONE** 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.

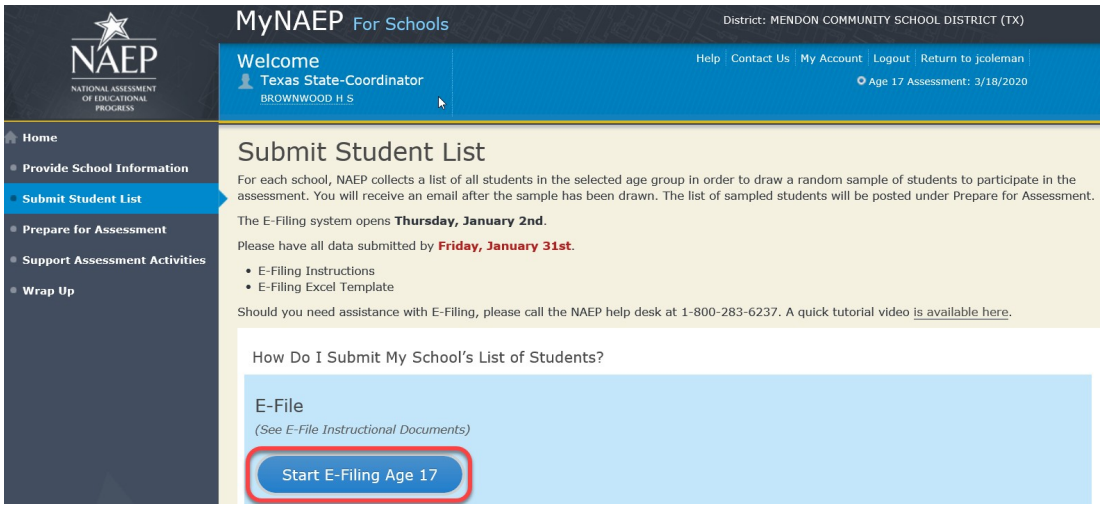
- If you merge or cut and paste data from another Excel file into the template, review the file afterward to be sure there are properly aligned student data in every row and there are no column headers or blank rows in the middle of the data.

- 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.

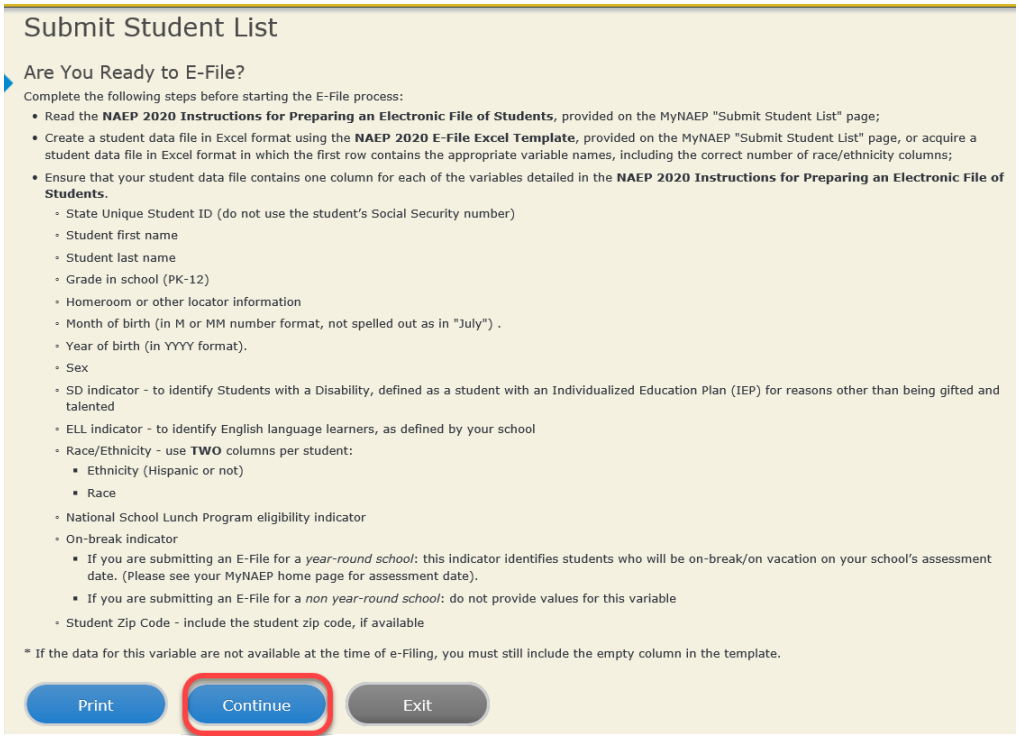
Step 3 – E-File

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.

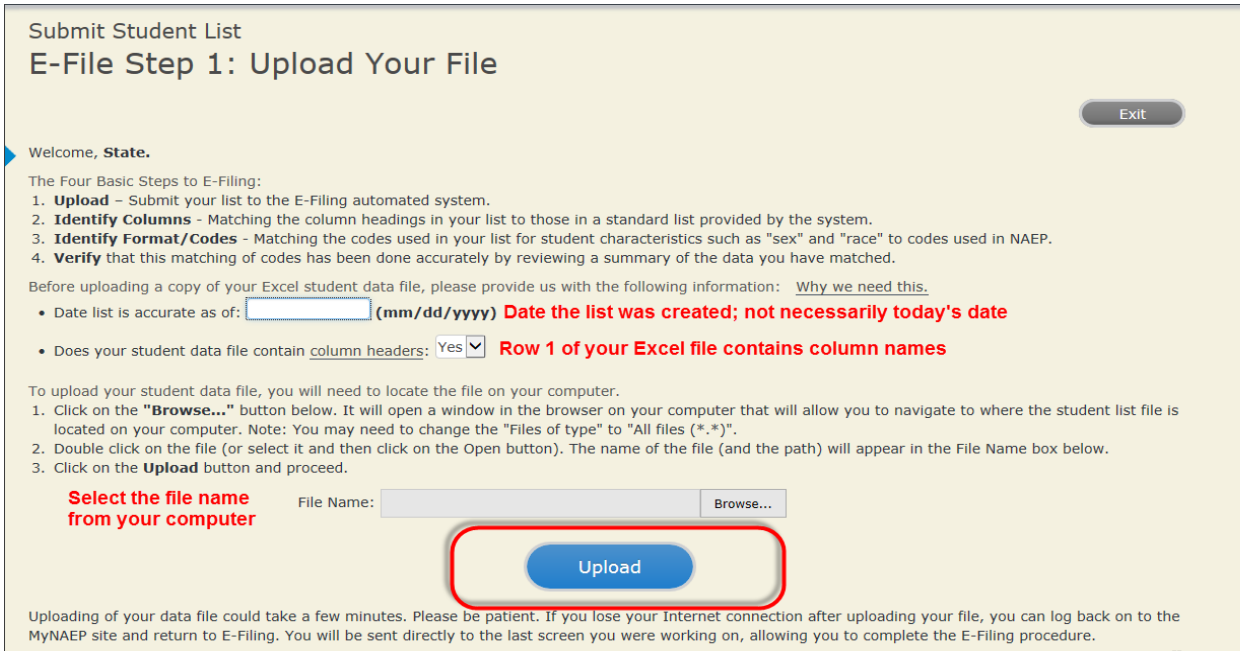
- Select the "Start E-Filing Age 17" button.



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

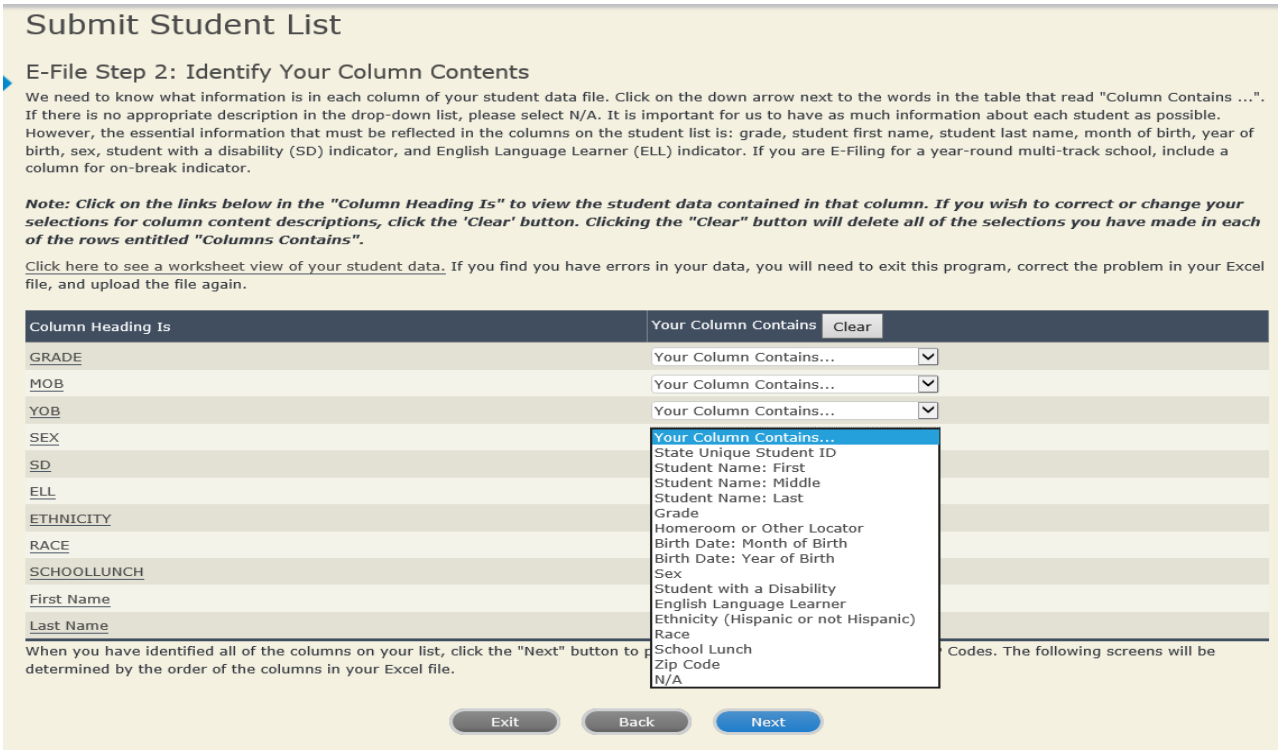


- Enter the required fields and then browse for the name of your file and select “Upload.”

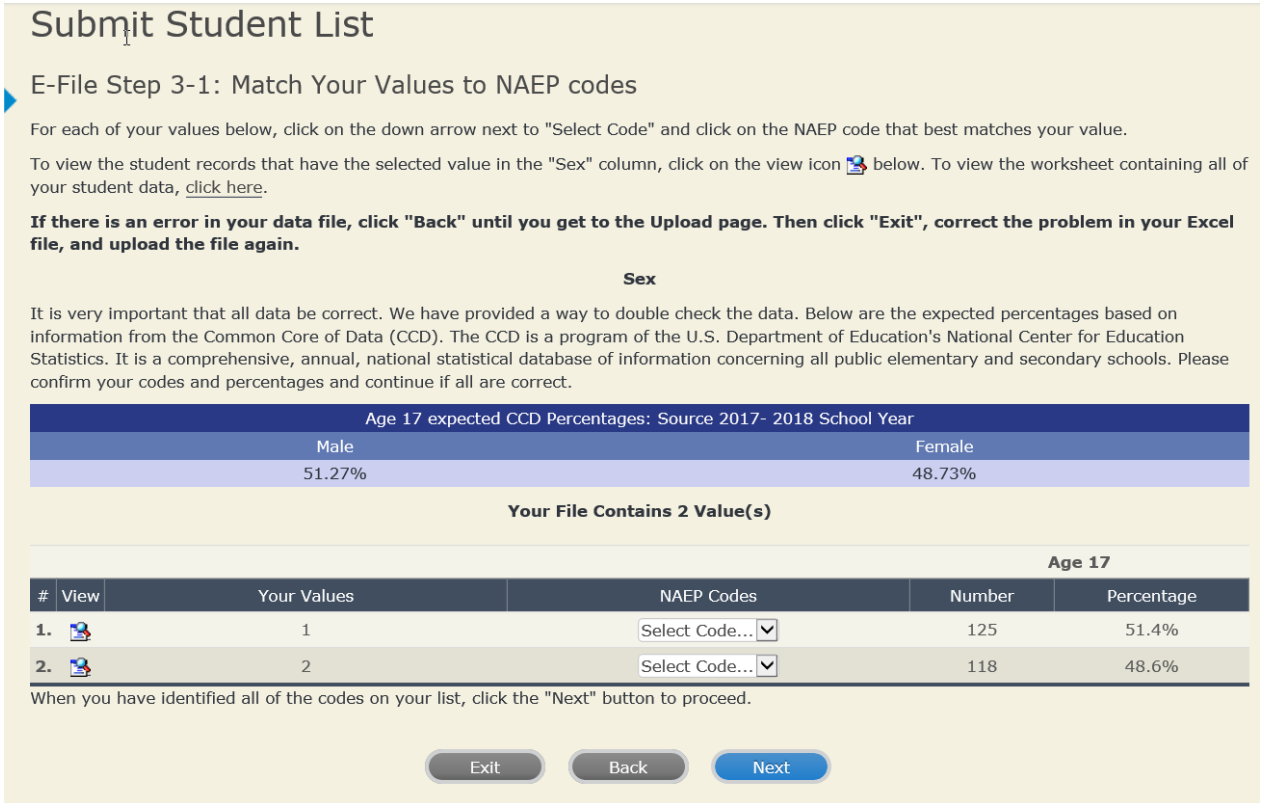


Step 4 – Map Your Columns and Rows to NAEP Values

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.

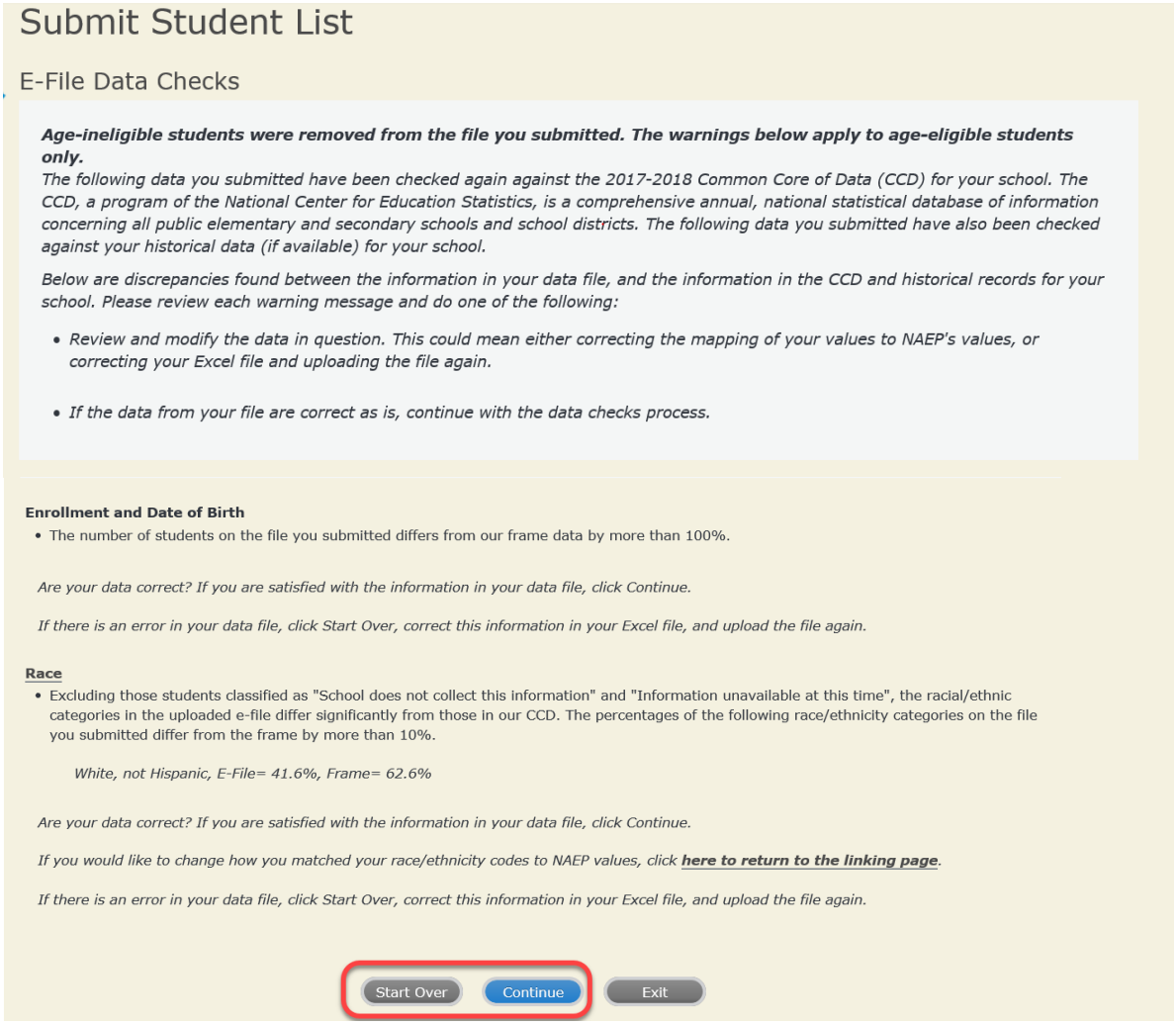


Shown below is an example of row mapping. You need to match the values in each of your columns to the NAEP codes (in drop-down). Once you map a value, select “Next” to move to the next value.



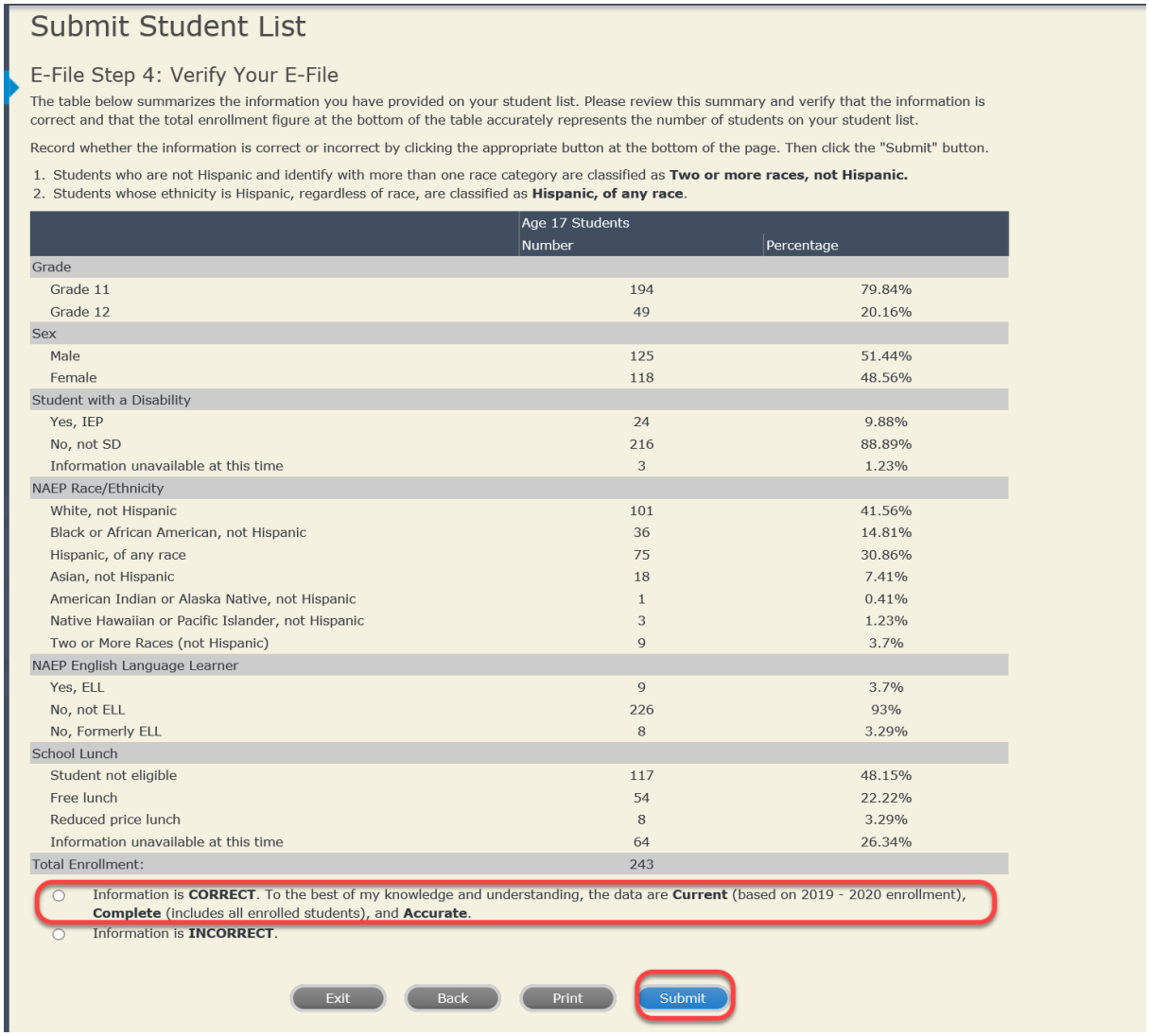
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 17 Students	
	Number	Percentage
Grade		
Grade 11	194	79.84%
Grade 12	49	20.16%
Sex		
Male	125	51.44%
Female	118	48.56%
Student with a Disability		
Yes, IEP	24	9.88%
No, not SD	216	88.89%
Information unavailable at this time	3	1.23%
NAEP Race/Ethnicity		
White, not Hispanic	101	41.56%
Black or African American, not Hispanic	36	14.81%
Hispanic, of any race	75	30.86%
Asian, not Hispanic	18	7.41%
American Indian or Alaska Native, not Hispanic	1	0.41%
Native Hawaiian or Pacific Islander, not Hispanic	3	1.23%
Two or More Races (not Hispanic)	9	3.7%
NAEP English Language Learner		
Yes, ELL	9	3.7%
No, not ELL	226	93%
No, Formerly ELL	8	3.29%
School Lunch		
Student not eligible	117	48.15%
Free lunch	54	22.22%
Reduced price lunch	8	3.29%
Information unavailable at this time	64	26.34%
Total Enrollment:	243	

○ Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.

○ Information is **INCORRECT**.

Exit Back Print Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-3d: Age 17 students, two columns without National School Lunch Program

NAEP 2019-2020 LTT 17 Instructions for Preparing and Submitting an Electronic File of St ıts (Two Columns 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	Ethnicity (Hispanic or Non-Hispanic)	Race	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 **October 1, 2002** and **September 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 data for **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,[24] 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 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 below: 2002–2003	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Ethnicity (Hispanic or not)	School-defined codes for: • ***Yes, Hispanic***: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***No, Not Hispanic*** • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric

[24] 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
Race	School-defined codes for: • ***White***: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East • ***Black or African American***: A person having origins in any of the Black peoples of Africa • ***Asian****:* 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 • ***American Indian or Alaska Native****:* 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 • ***Native Hawaiian or Pacific Islander****:* A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***Two or More Races****:* A person who identifies with two or more of the race categories above • ***School does not collect this information****:* Available to nonpublic schools only. When used, this code must be applied to all students. • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric
Students with Disabilities (SD)	School-defined codes for: • ***Yes, IEP****:* Student has a formal Individualized Education Program (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." • ***No, not SD****:* Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric

Excel Header/ Field Name	NAEP Values	Comments
English Language Learner (ELL)	School-defined codes for: • ***Yes, ELL*** • ***No, Not ELL*** • ***No, Formerly ELL:*** 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. • ***Information unavailable at this time:*** 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.	Use **ONE** 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.

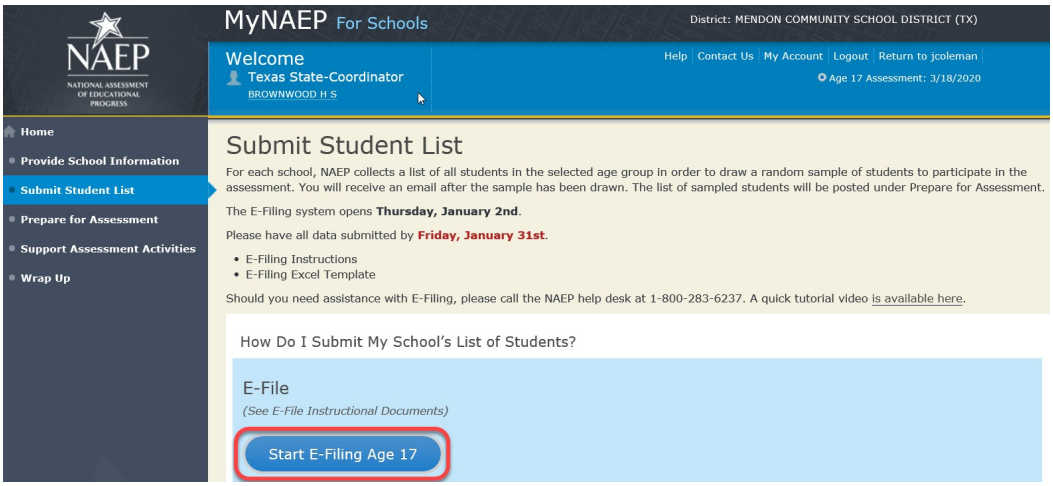
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.

- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

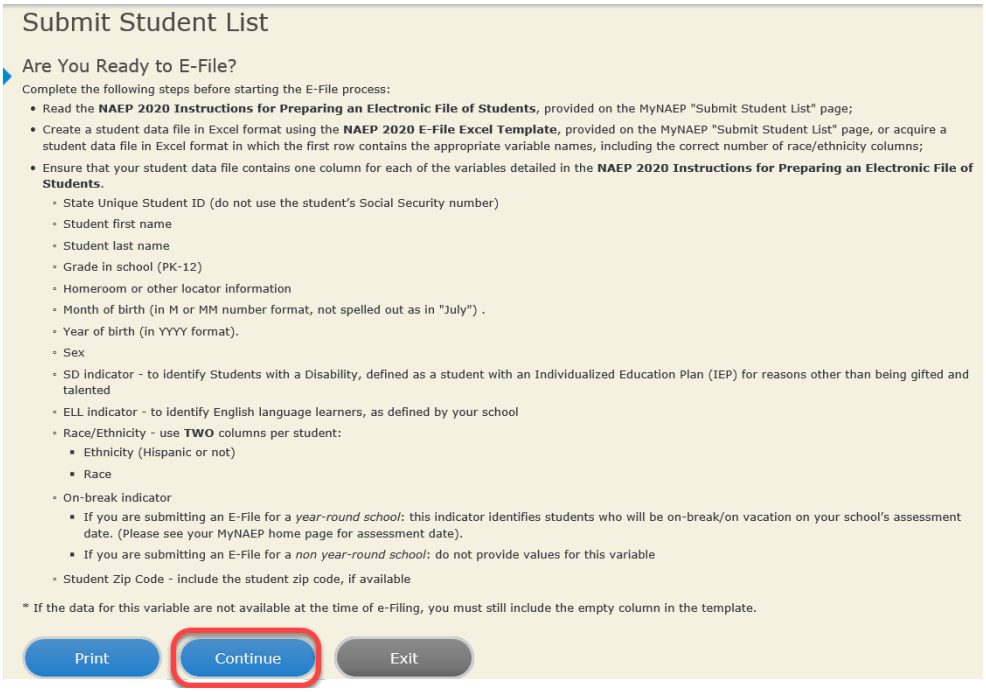
Step 3 – E-File

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.

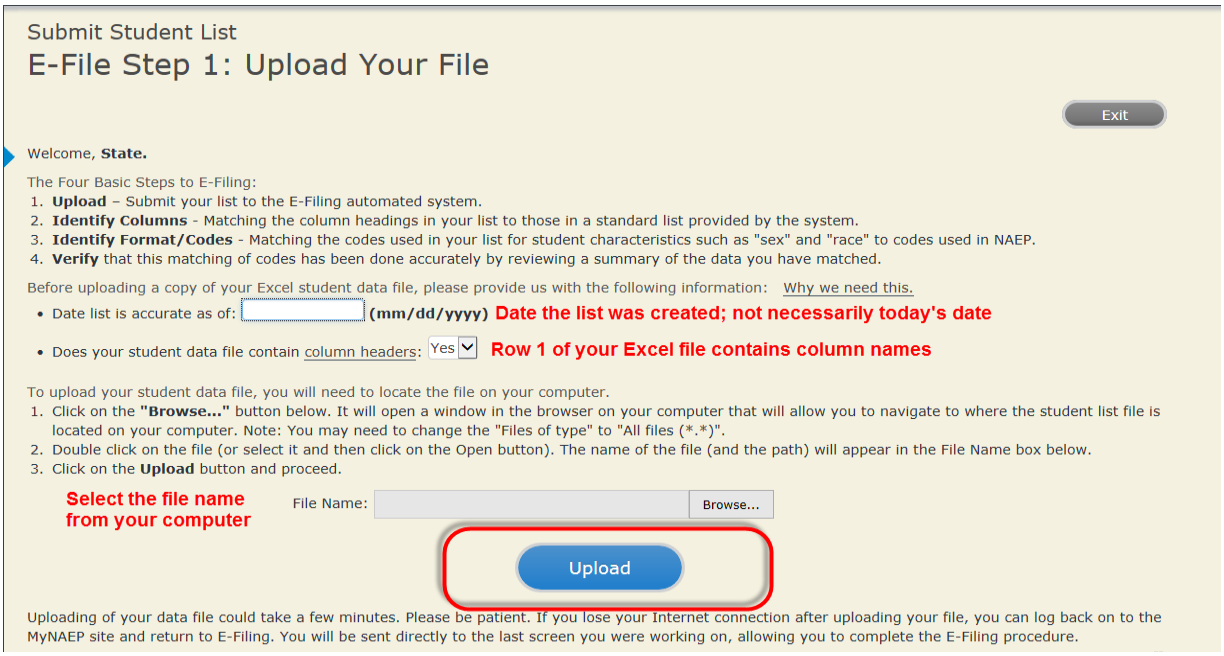
- Select the “Start E-Filing Age 17” button.



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

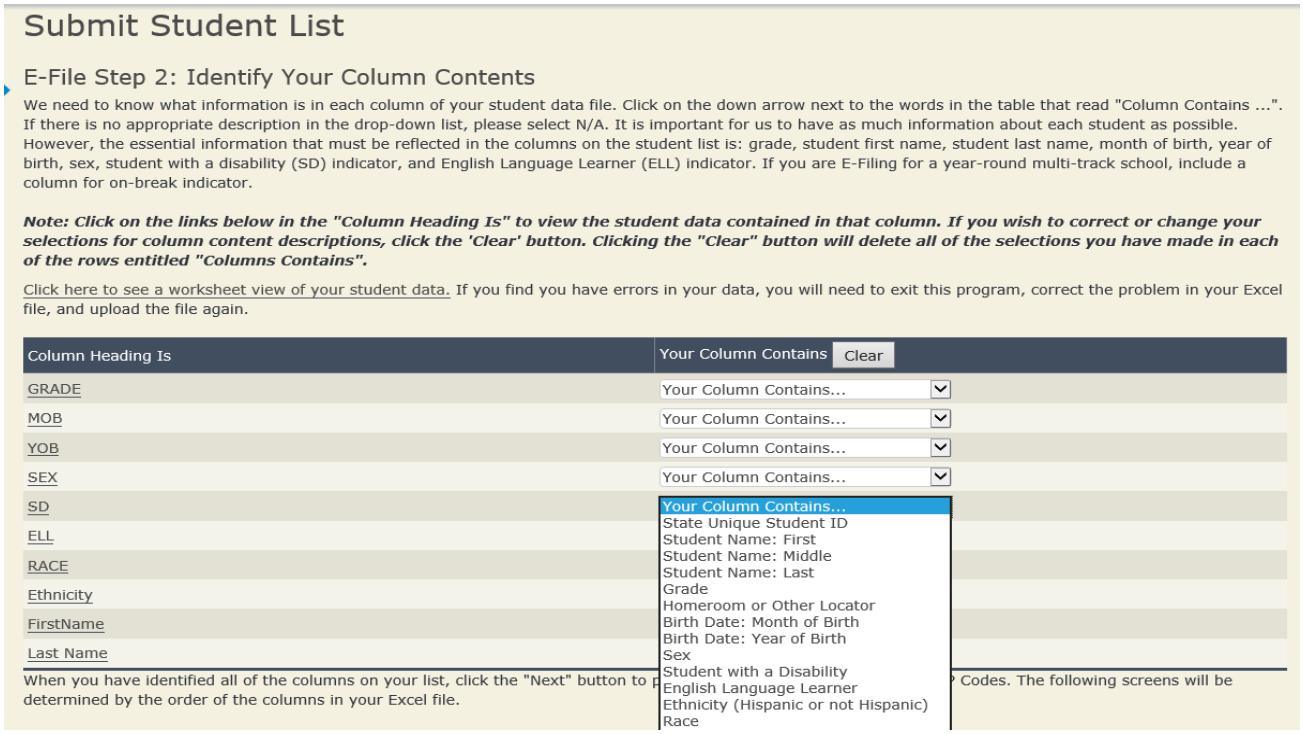


- Enter the required fields and then browse for the name of your file and select “Upload.”

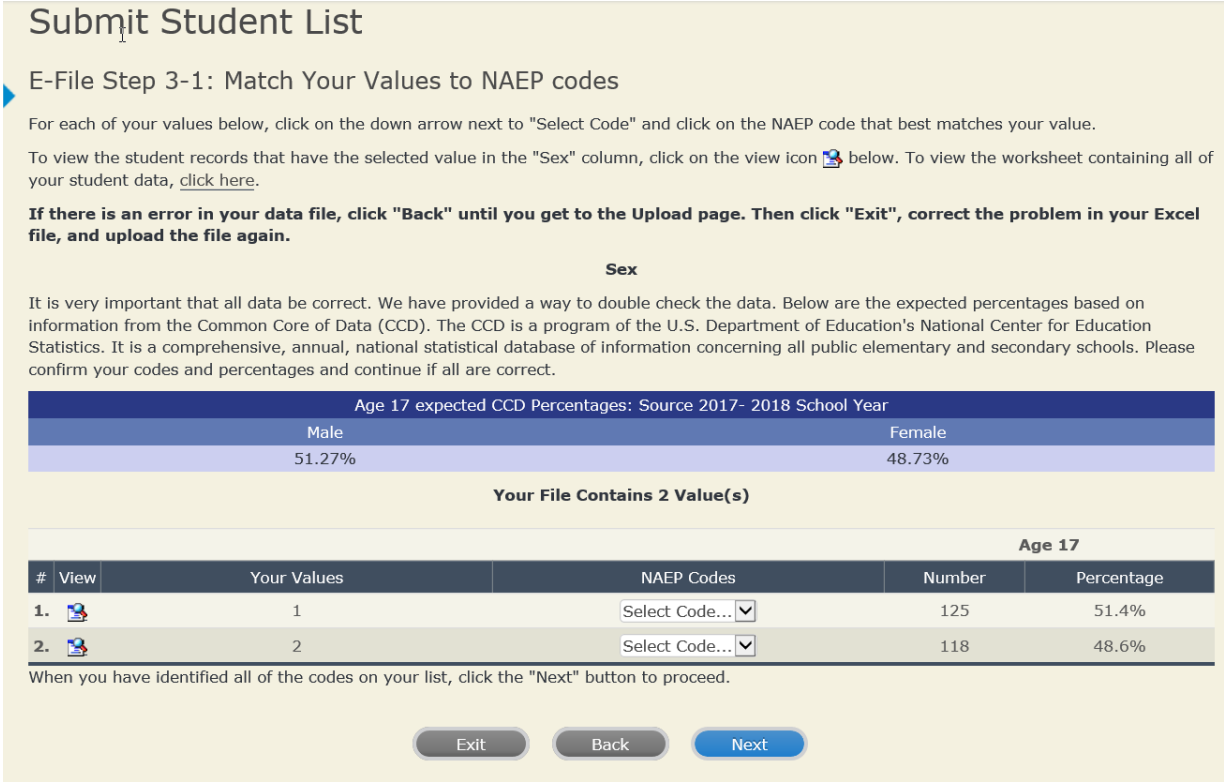


Step 4 – Map Your Columns and Rows to NAEP Values

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.



Shown below 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

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, click "Back" until you get to the Upload page. Then click "Exit", 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.

Age 17 expected CCD Percentages: Source 2017- 2018 School Year	
Male	Female
51.27%	48.73%

Your File Contains 2 Value(s)

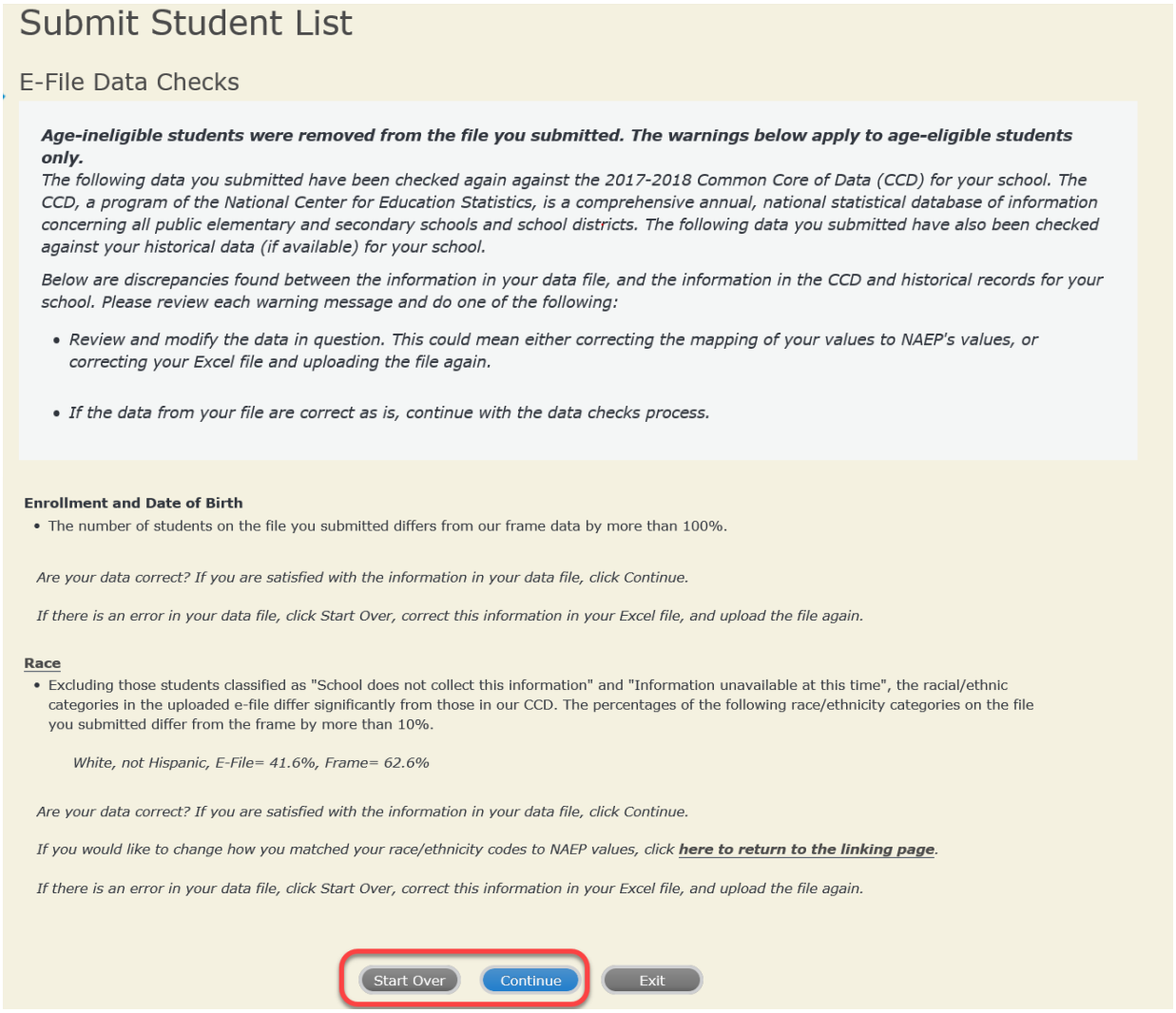
				Age 17	
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code...	125	51.4%
2.		2	Select Code...	118	48.6%

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

Exit Back Next

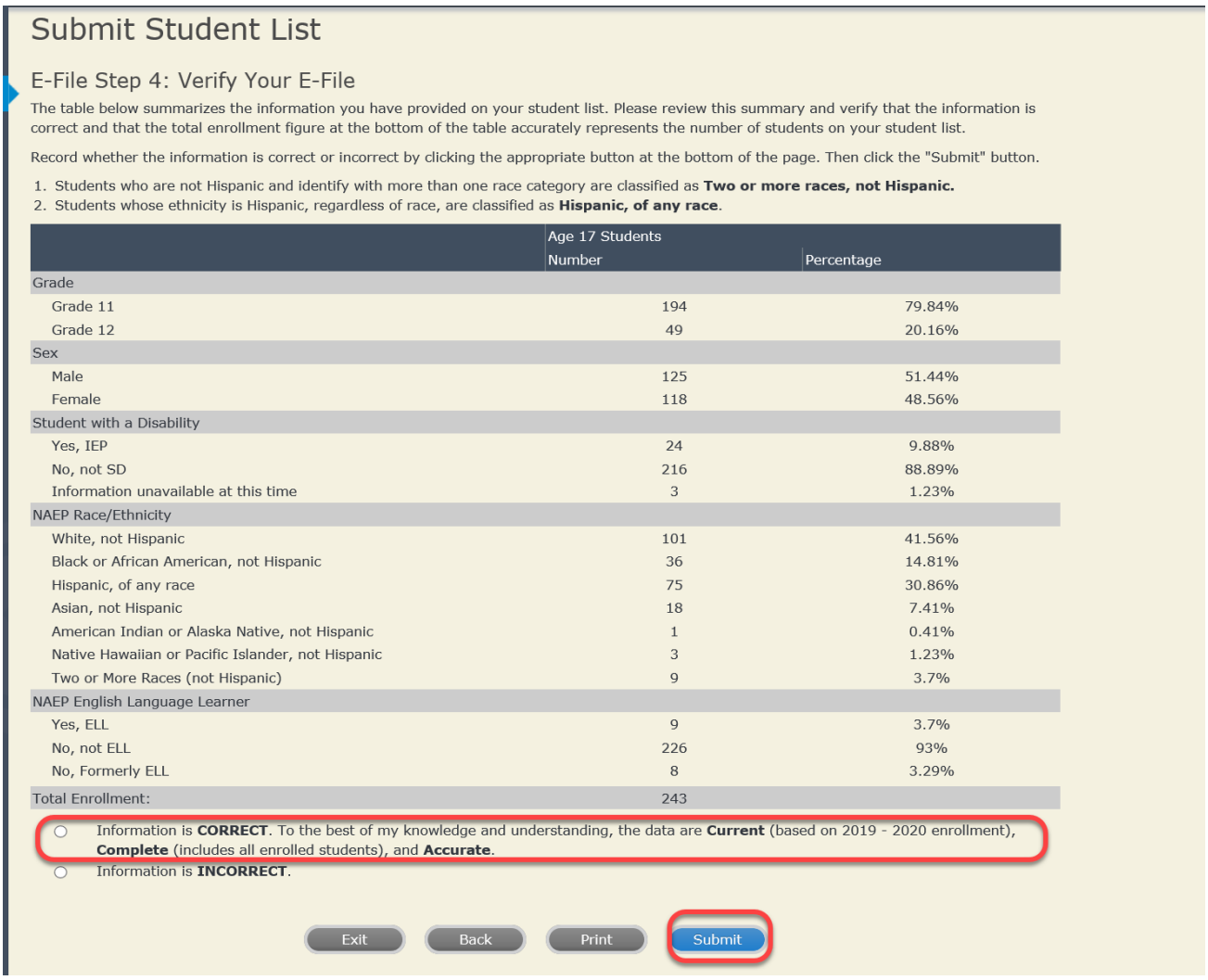
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 17 Students	
	Number	Percentage
Grade		
Grade 11	194	79.84%
Grade 12	49	20.16%
Sex		
Male	125	51.44%
Female	118	48.56%
Student with a Disability		
Yes, IEP	24	9.88%
No, not SD	216	88.89%
Information unavailable at this time	3	1.23%
NAEP Race/Ethnicity		
White, not Hispanic	101	41.56%
Black or African American, not Hispanic	36	14.81%
Hispanic, of any race	75	30.86%
Asian, not Hispanic	18	7.41%
American Indian or Alaska Native, not Hispanic	1	0.41%
Native Hawaiian or Pacific Islander, not Hispanic	3	1.23%
Two or More Races (not Hispanic)	9	3.7%
NAEP English Language Learner		
Yes, ELL	9	3.7%
No, not ELL	226	93%
No, Formerly ELL	8	3.29%
Total Enrollment:	243	

○ Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.

○ Information is **INCORRECT**.

Exit | Back | Print | Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-3e: Age 17 students, six columns with National School Lunch Program

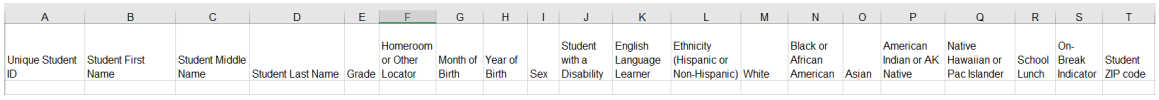
NAEP 2019–2020 LTT 17 Instructions for Preparing and Submitting an Electronic File of St ıts (Six Columns Race/Ethnicity)

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	P	Q	R	S	T
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	Ethnicity (Hispanic or Non-Hispanic)	White	Black or African American	Asian	American Indian or AK Native	Native Hawaiian or Pac Islander	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 **October 1, 2002** and **September 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 data for **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,[25] 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. 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 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 below: 2002–2003	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Ethnicity (Hispanic or not)	School-defined codes for: • ***Yes, Hispanic***: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***No, Not Hispanic*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: White	• ***Yes, White:*** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East • ***No, not White*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

[25] 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
Race: Black or African American	• ***Yes, Black**:* A person having origins in any of the Black peoples of Africa • ***No, not Black*** • ***Information unavailable at this time**:* 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: Asian	• ***Yes, Asian**:* 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 • ***No, not Asian*** • ***Information unavailable at this time**:* 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: American Indian or Alaska Native	• ***Yes, American Indian or Alaska Native**:* 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 • ***No, not American Indian or Alaska Native*** • ***Information unavailable at this time**:* 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: Native Hawaiian or Pacific Islander	• ***Yes, Native Hawaiian or Pacific Islander**:* A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***No, not Native Hawaiian or Pacific Islander*** • ***Information unavailable at this time**:* 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

<table>
<tr><th>Excel Header/
Field Name</th><th>NAEP Values</th><th>Comments</th></tr>
<tr><td>National School Lunch Program (NSLP)</td><td>School defined codes for:
• Student not eligible to participate: Student is not eligible for free or reduced-price lunch
• Free lunch: Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as “free lunch.” [26]
• Reduced price lunch: Student is eligible for reduced-price lunch
• School not participating: School does not participate in the NSLP. When used, this code must be applied to all students.
• Information unavailable at this time: 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.

SPECIAL INSTRUCTIONS FOR CEP SCHOOLS: 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.

CEP Direct Only

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).

Please code your students as follows:

<table><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></td><td>Use ONE code per student, text or numeric</td></tr>
</table>

[26] If it is not possible to distinguish between “free” and “reduced-price” for some students, code these students as eligible for free lunch.

<table>
<tr><th>Excel Header/
Field Name</th><th>NAEP Values</th><th>Comments</th></tr>
<tr><td></td><td>
CEP Direct Certification Plus

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.

Please code your students as follows:

<table>
<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>

CEP All

In our state, all students in CEP schools are considered economically disadvantaged.

Please code your students as follows:

<table>
<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>
</td><td></td></tr>
<tr><td>Students with Disabilities (SD)</td><td>School-defined codes for:
• Yes, IEP: Student has a formal Individualized Education Program (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.”
• No, not SD: Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”
• Information unavailable at this time: 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.</td><td>Use ONE code per student, text or numeric</td></tr>
</table>

Excel Header/ Field Name	NAEP Values	Comments
English Language Learner (ELL)	School-defined codes for: • ***Yes, ELL*** • ***No, Not ELL*** • ***No, Formerly ELL:*** 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. • ***Information unavailable at this time:*** 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.	Use **ONE** 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

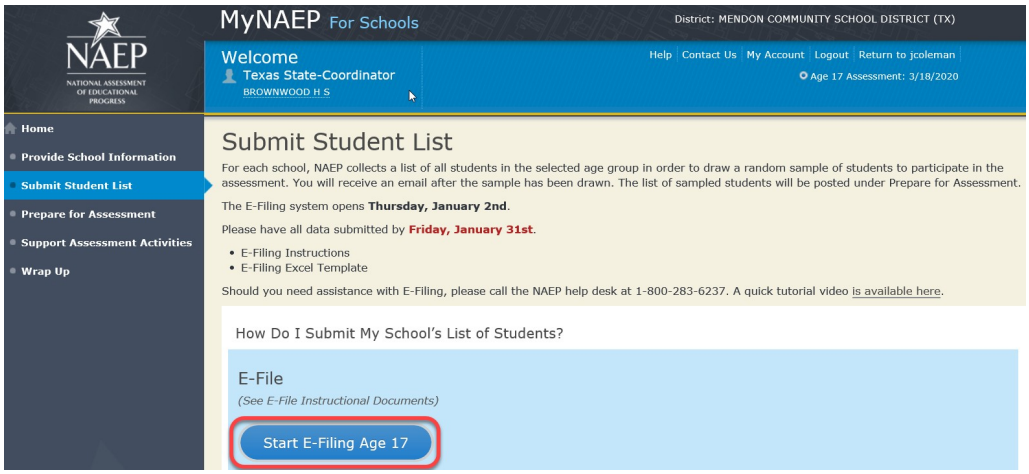
Tips for ensuring the E-File process goes smoothly:

- 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.

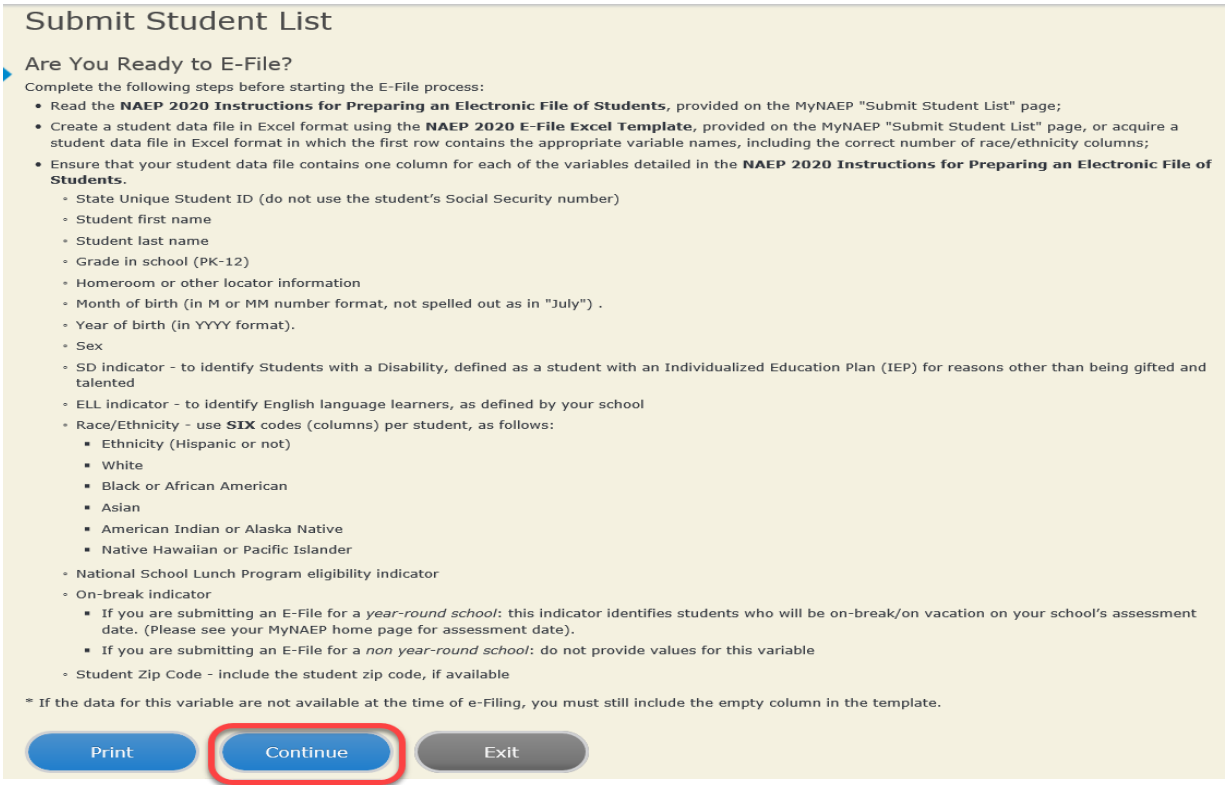
Step 3 – E-File

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.

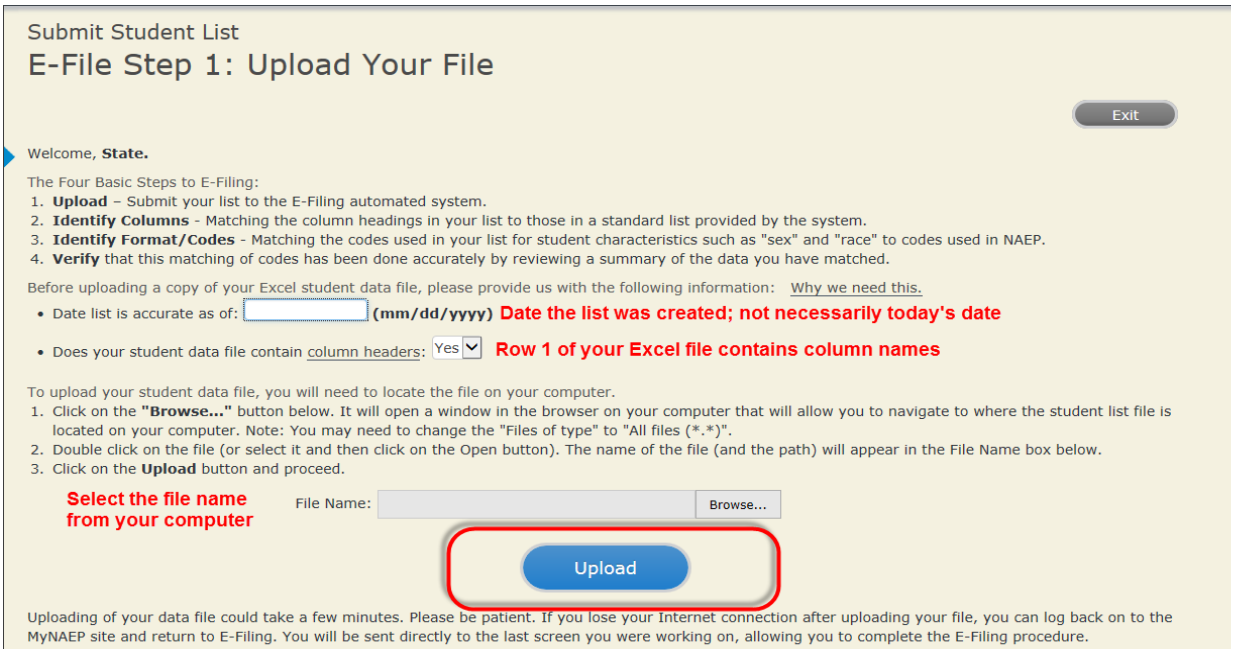
- Select the “Start E-Filing Age 17” button.



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

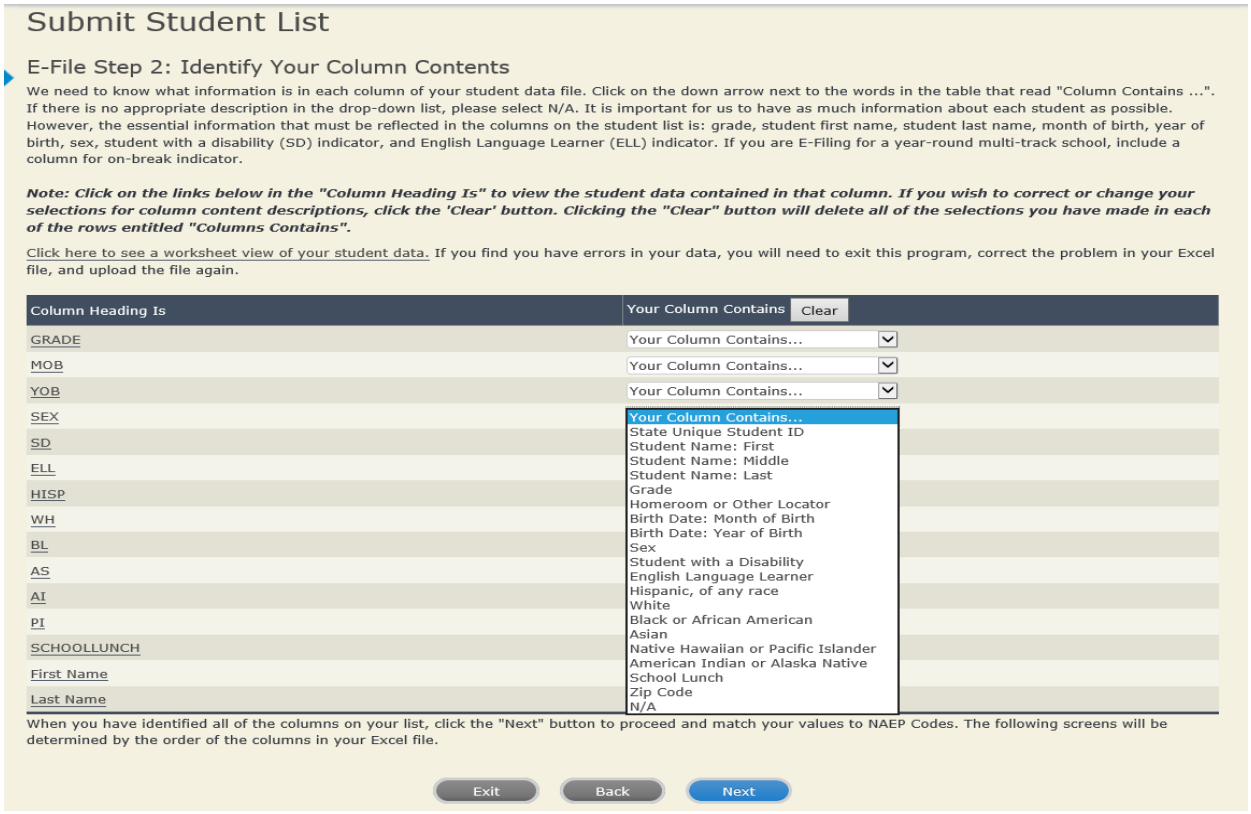


- Enter the required fields and then browse for the name of your file and select “Upload.”


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: Yes 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:
Browse...
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.



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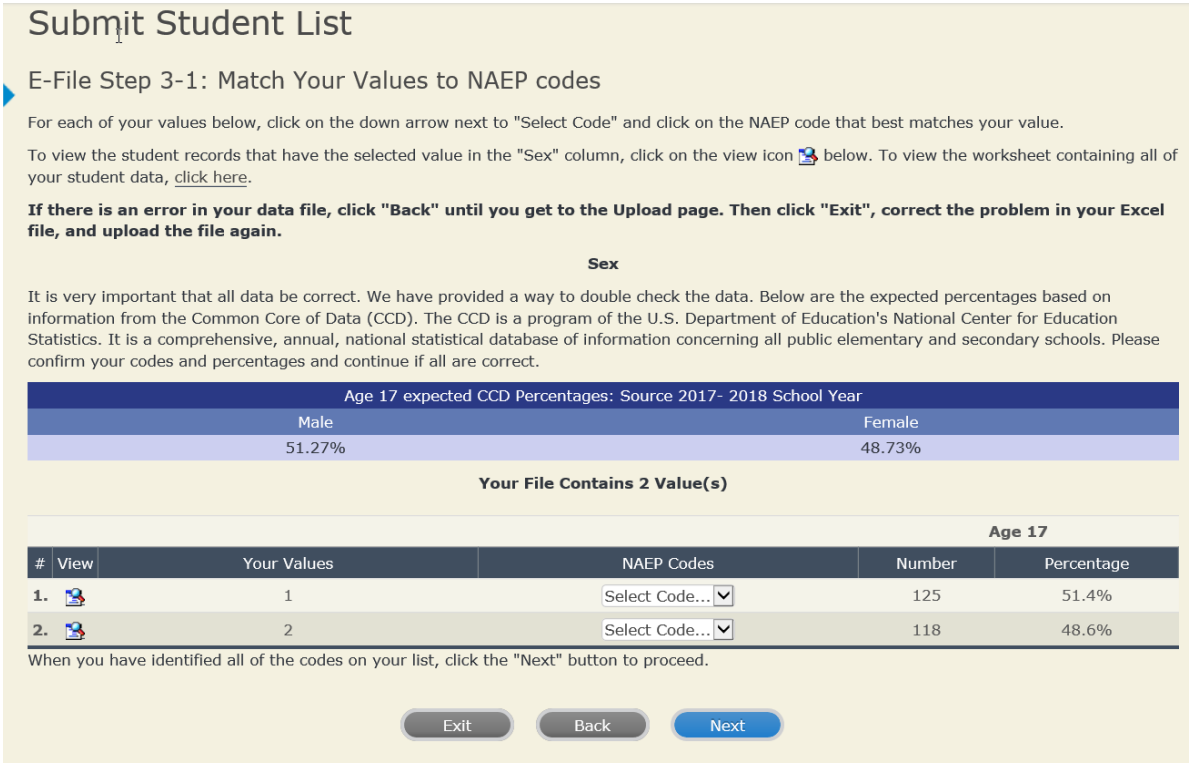

Submit Student List

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

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.

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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.

Age 17 expected CCD Percentages: Source 2017- 2018 School Year	
Male	Female
51.27%	48.73%

Your File Contains 2 Value(s)

				Age 17	
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code...	125	51.4%
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When you have identified all of the codes on your list, click the "Next" button to proceed.

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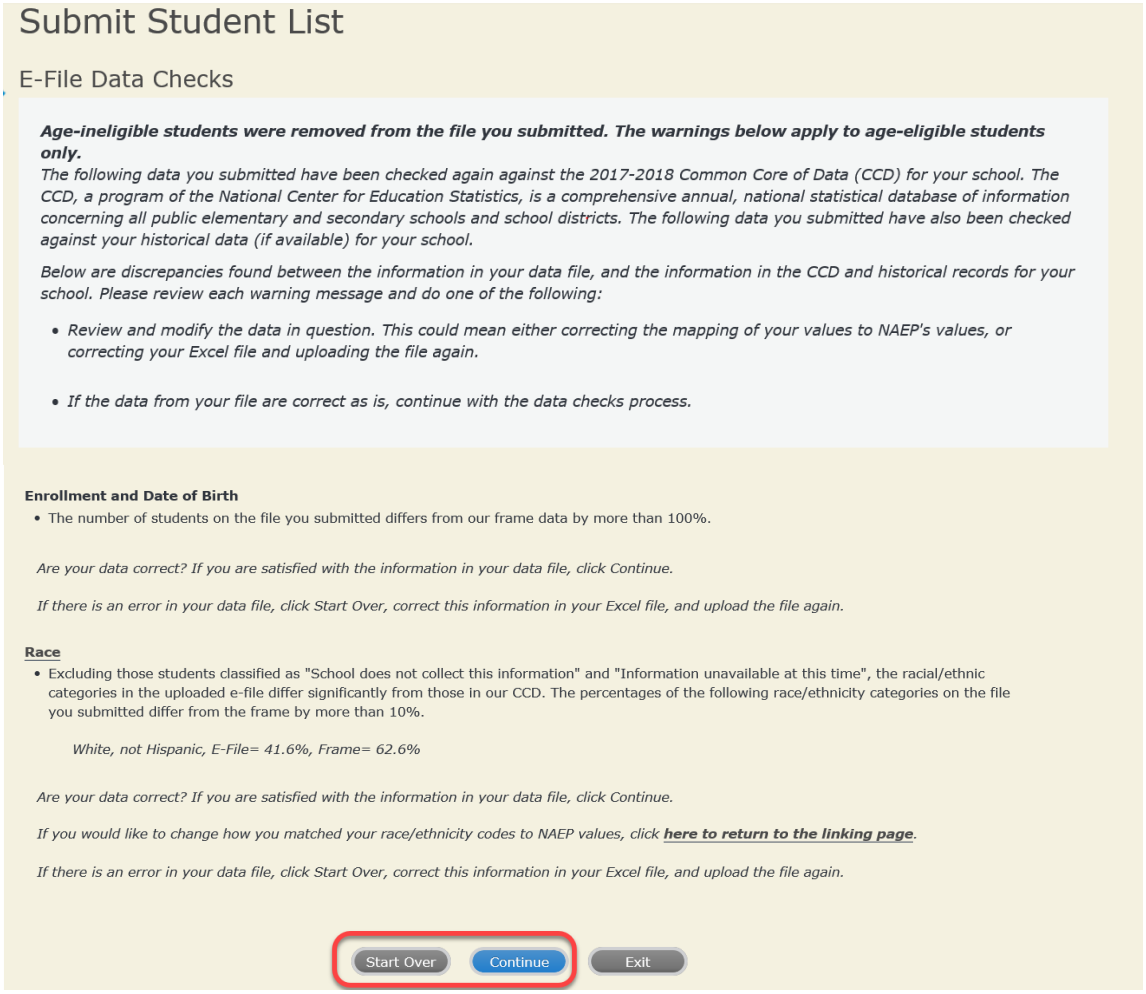
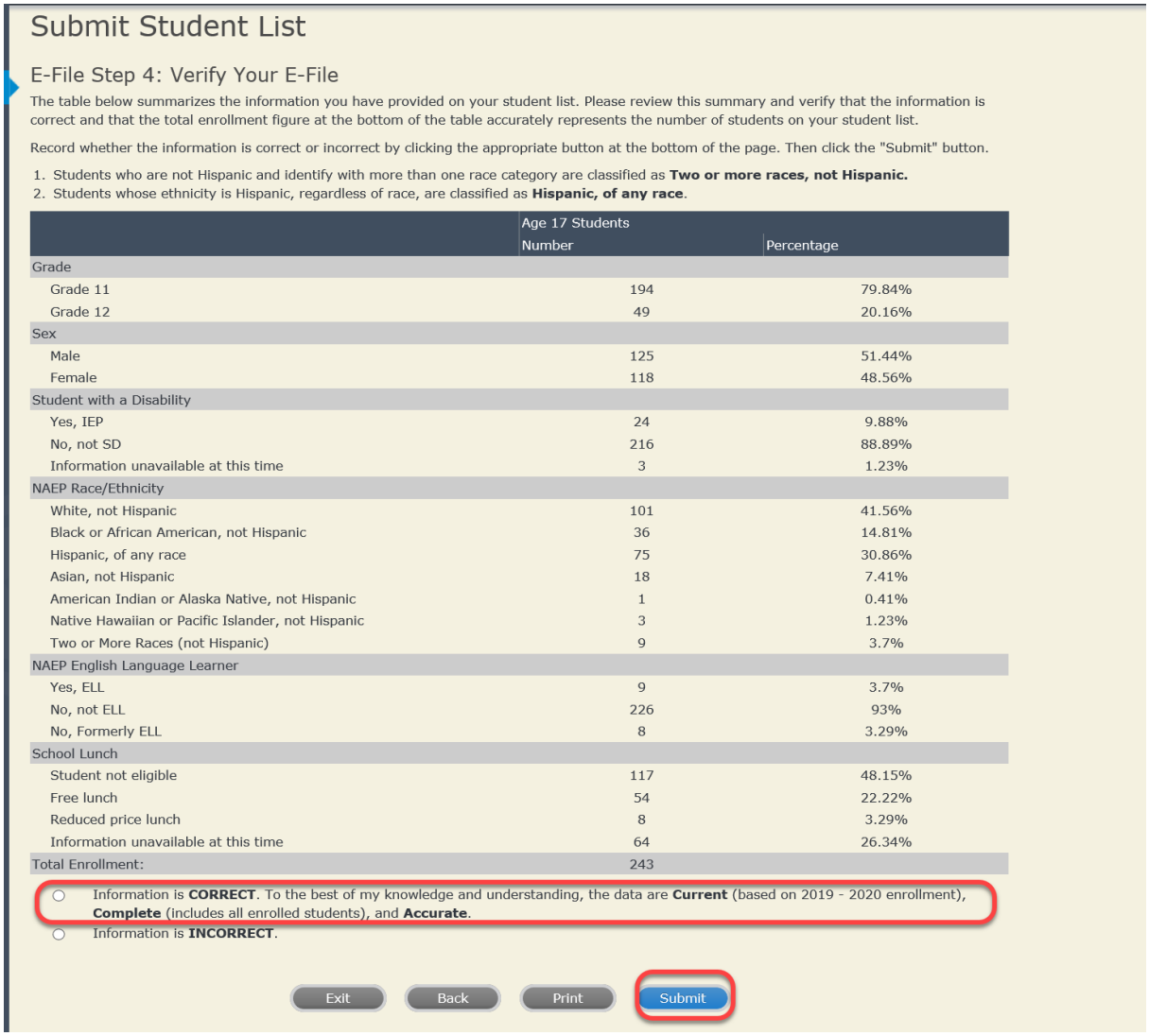
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



Submit Student List

E-File Step 4: Verify Your E-File

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

1. Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.**
2. Students whose ethnicity is Hispanic, regardless of race, are classified as **Hispanic, of any race**.

	Age 17 Students	
	Number	Percentage
Grade		
Grade 11	194	79.84%
Grade 12	49	20.16%
Sex		
Male	125	51.44%
Female	118	48.56%
Student with a Disability		
Yes, IEP	24	9.88%
No, not SD	216	88.89%
Information unavailable at this time	3	1.23%
NAEP Race/Ethnicity		
White, not Hispanic	101	41.56%
Black or African American, not Hispanic	36	14.81%
Hispanic, of any race	75	30.86%
Asian, not Hispanic	18	7.41%
American Indian or Alaska Native, not Hispanic	1	0.41%
Native Hawaiian or Pacific Islander, not Hispanic	3	1.23%
Two or More Races (not Hispanic)	9	3.7%
NAEP English Language Learner		
Yes, ELL	9	3.7%
No, not ELL	226	93%
No, Formerly ELL	8	3.29%
School Lunch		
Student not eligible	117	48.15%
Free lunch	54	22.22%
Reduced price lunch	8	3.29%
Information unavailable at this time	64	26.34%
Total Enrollment:	243	

○ Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.

○ Information is **INCORRECT**.

Exit Back Print Submit

If you need assistance, call the NAEP help desk at 1-800-283-6237.

Appendix H2-3f: Age 17 students, six columns without National School Lunch Program

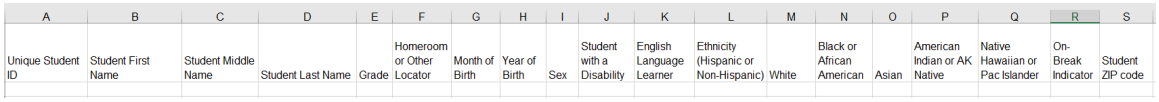
NAEP 2019–2020 LTT 17 Instructions for Preparing and Submitting an Electronic File of St ıts (Six Columns Race/Ethnicity)

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	P	Q	R	S
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	Ethnicity (Hispanic or Non-Hispanic)	White	Black or African American	Asian	American Indian or AK Native	Native Hawaiian or Pac Islander	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 **October 1, 2002** and **September 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 data for **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,[27] 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. 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 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 below: 2002–2003	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Ethnicity (Hispanic or not)	School-defined codes for: • ***Yes, Hispanic***: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race • ***No, Not Hispanic*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: White	• ***Yes, White***: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East • ***No, not White*** • ***Information unavailable at this time:*** 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

[27] 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
Race: Black or African American	• ***Yes, Black:*** A person having origins in any of the Black peoples of Africa • ***No, not Black*** • ***Information unavailable at this time****:* 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: Asian	• ***Yes, Asian****:* 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 • ***No, not Asian*** • ***Information unavailable at this time****:* 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: American Indian or Alaska Native	• ***Yes, American Indian or Alaska Native****:* 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 • ***No, not American Indian or Alaska Native*** • ***Information unavailable at this time****:* 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Race: Native Hawaiian or Pacific Islander	• ***Yes, Native Hawaiian or Pacific Islander****:* A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands • ***No, not Native Hawaiian or Pacific Islander*** • ***Information unavailable at this time****:* 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.	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
Students with Disabilities (SD)	School-defined codes for: • ***Yes, IEP****:* Student has a formal Individualized Education Program (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." • ***No, not SD****:* Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." • ***Information unavailable at this time****:* 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.	Use **ONE** code per student, text or numeric

Excel Header/ Field Name	NAEP Values	Comments
English Language Learner (ELL)	School-defined codes for: • ***Yes, ELL*** • ***No, Not ELL*** • ***No, Formerly ELL:*** 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. • ***Information unavailable at this time:*** 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.	Use **ONE** 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

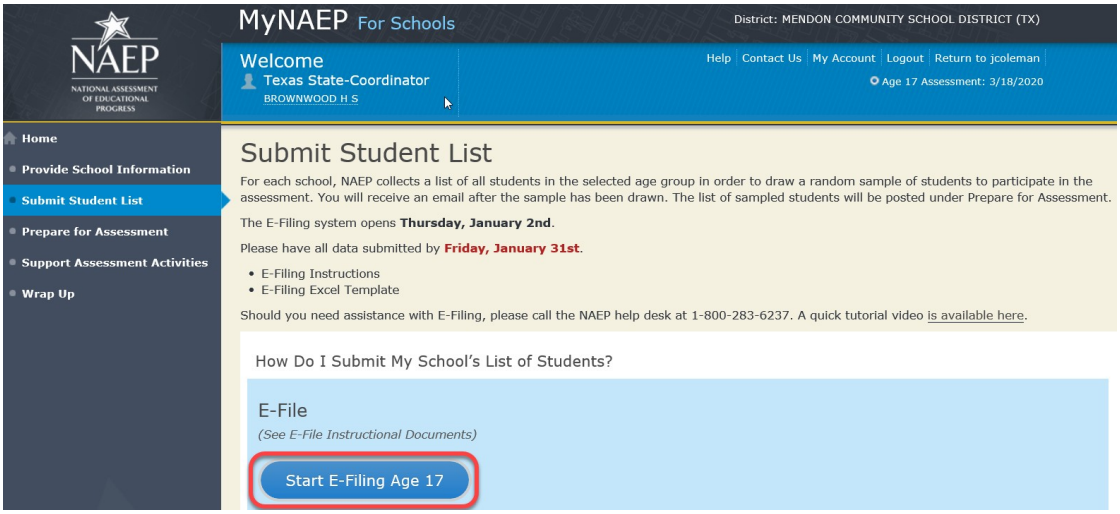
Tips for ensuring the E-File process goes smoothly:

- 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.

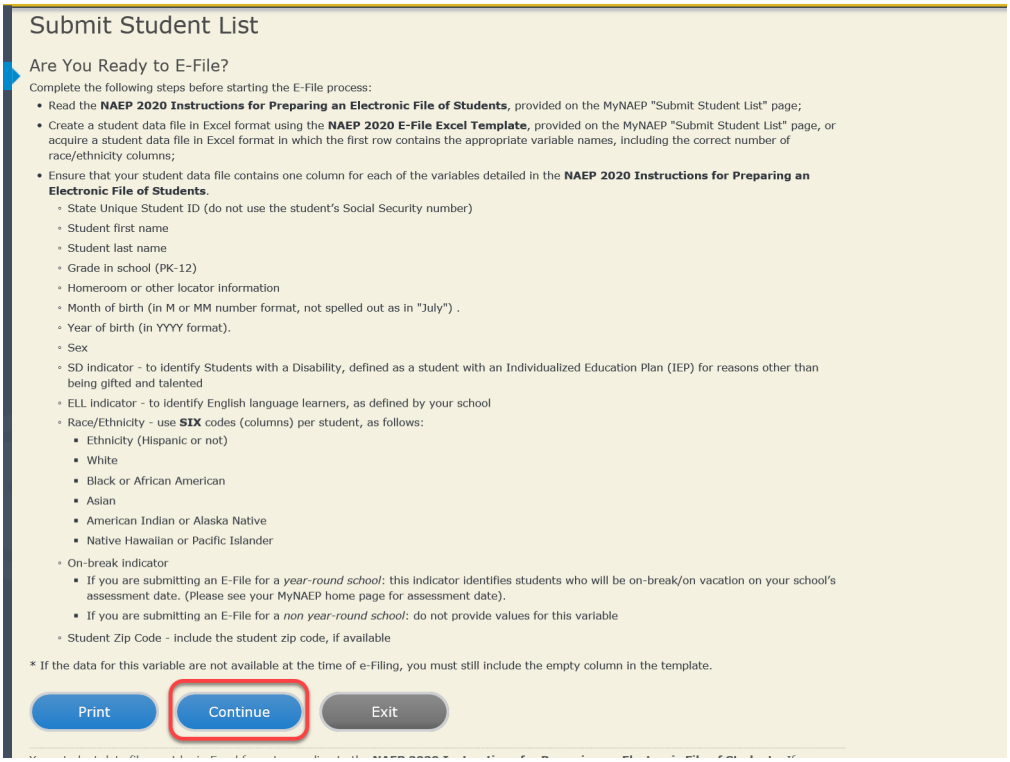
Step 3 – E-File

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.

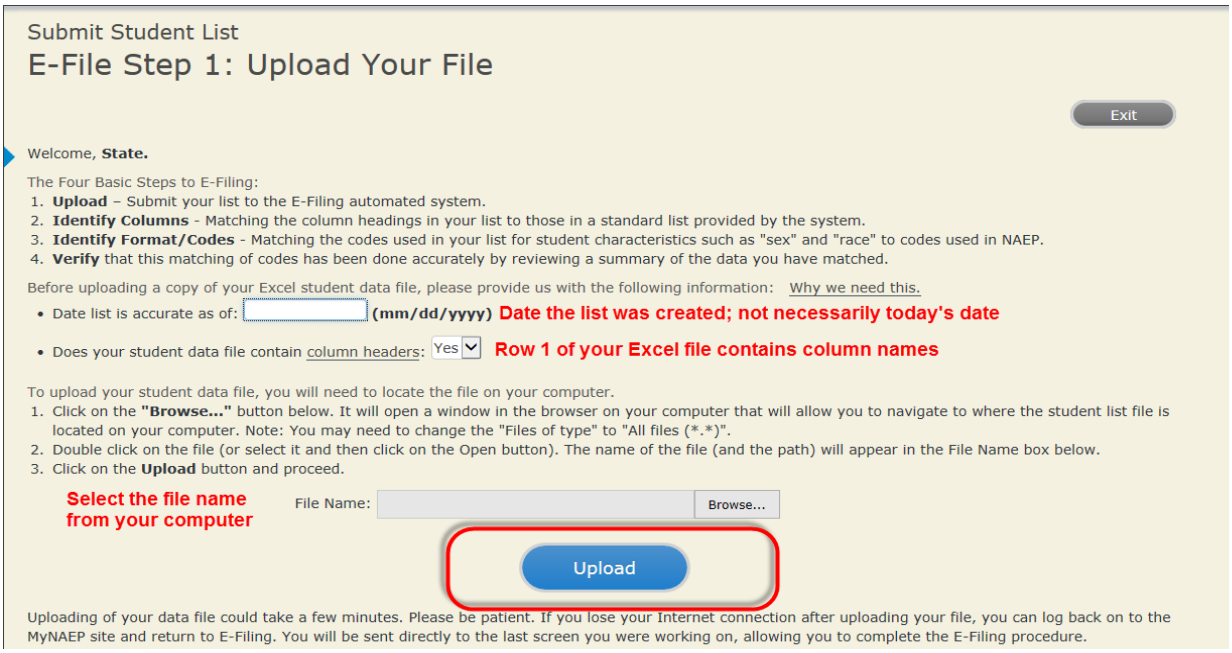
- Select the “Start E-Filing Age 17” button.



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

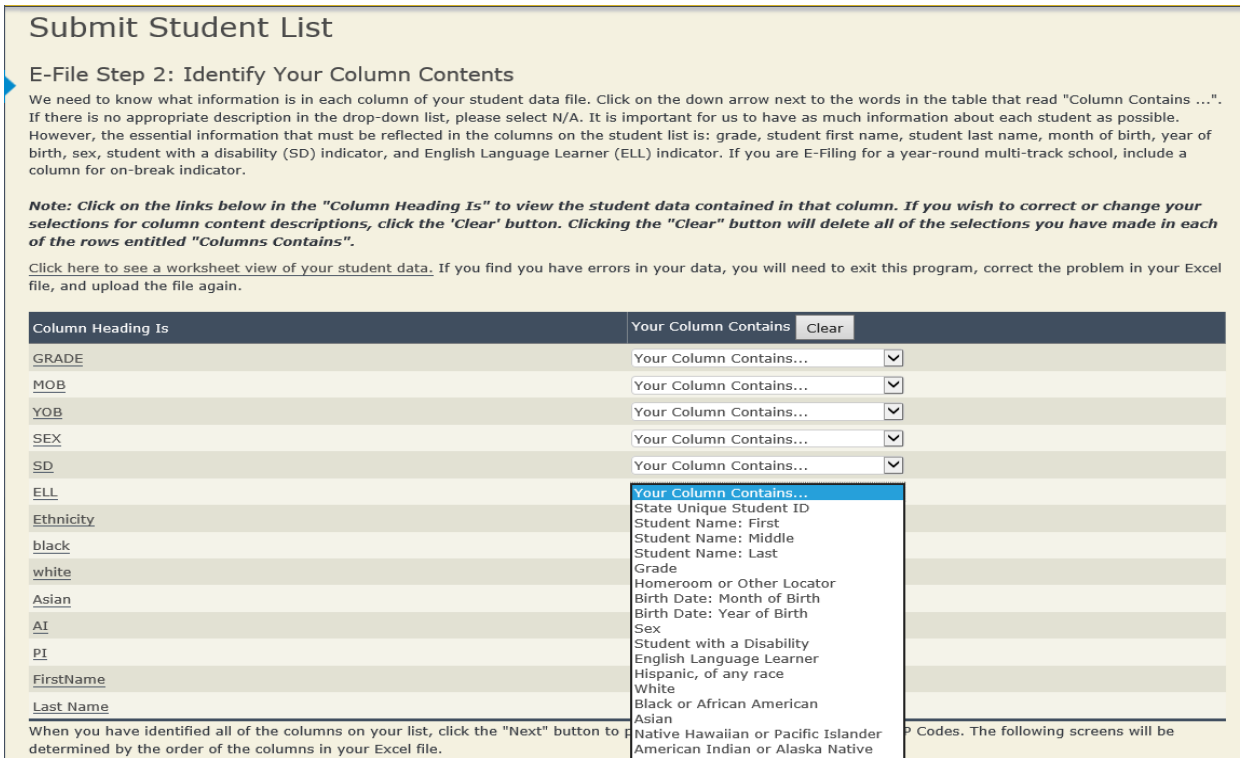


- Enter the required fields and then browse for the name of your file and select “Upload.”

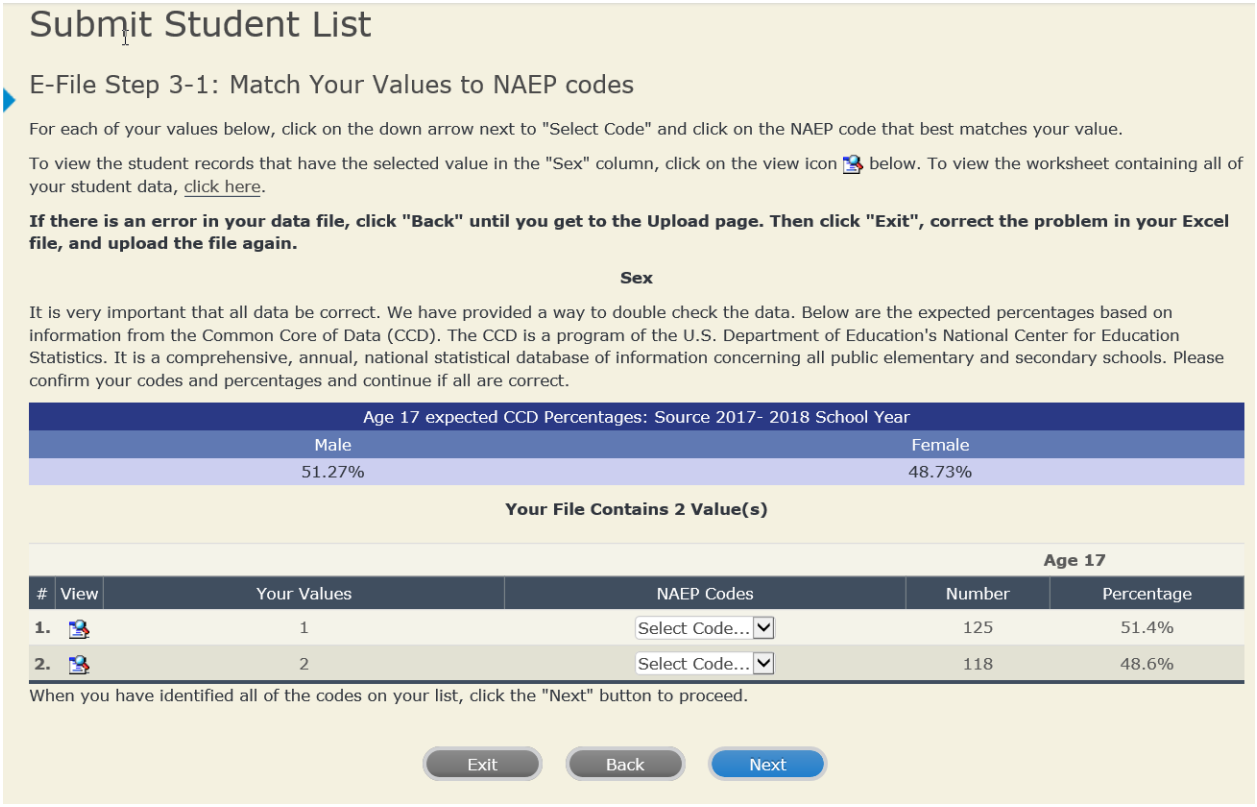


Step 4 – Map Your Columns and Rows to NAEP Values

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.



Shown below 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

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, click "Back" until you get to the Upload page. Then click "Exit", 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.

Age 17 expected CCD Percentages: Source 2017- 2018 School Year	
Male	Female
51.27%	48.73%

Your File Contains 2 Value(s)

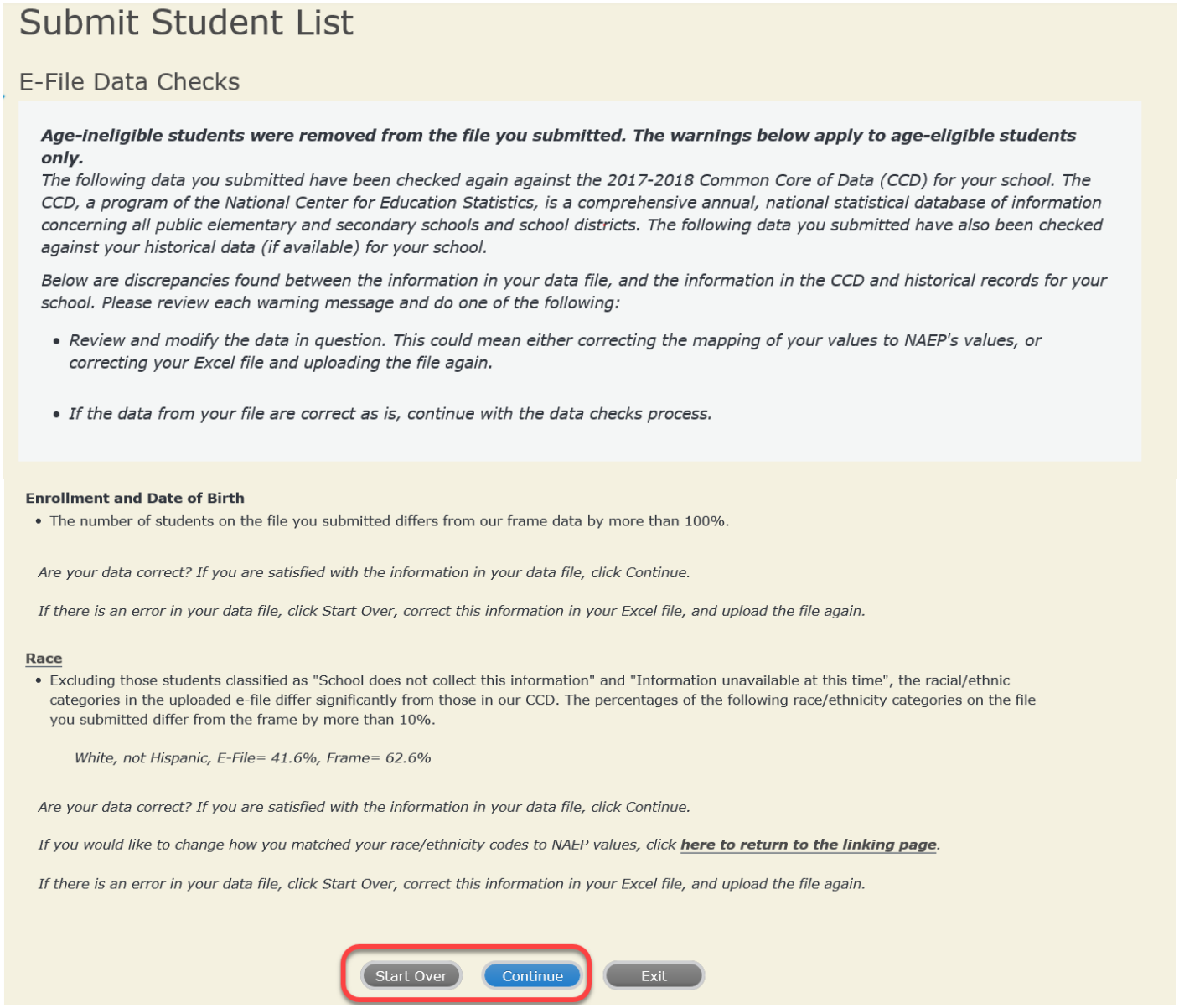
				Age 17	
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code...	125	51.4%
2.		2	Select Code...	118	48.6%

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

Exit Back Next

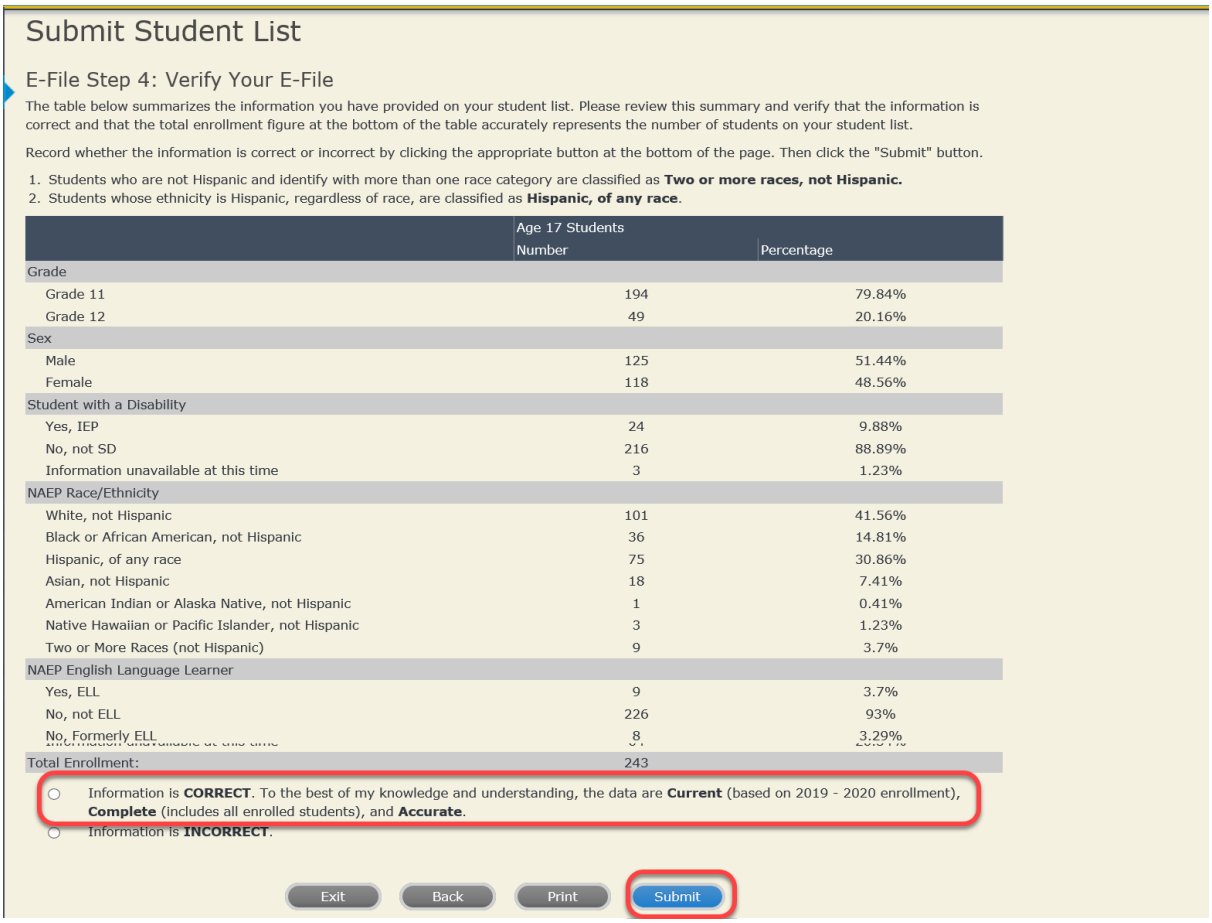
Step 5 – Review Warnings and Verify Data

When you finish row mapping, the E-Filing process will continue and a series of E-File checks will be run. These checks may produce warnings that you will need to review. If you find there are problems with your data, you can return to any mapping page to make any necessary changes. If your data are incorrect, you can choose “Start Over” and resubmit a new corrected file. If your data are correct, select “Continue” to move to the next screen.



The next screen will show you a table that summarizes the data in your file. If you verify your data as correct, you need to select “Information is Correct” and then “Submit.”

If your data are incorrect, you should select “Information is Incorrect” or select “Back” and then “Start Over” to submit a new list.



If you need assistance, call the NAEP help desk at 1-800-283-6237.