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

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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

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.

<u>Step 1 – The E-Filing Template</u>

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.



<u>Step 2 – Compile Data for the Template</u>

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.)

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

Your Excel file must contain the following data:

¹ In year-round schools, students attend classes throughout the 12 calendar months, unlike traditional schools that follow the 9month 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	Lies ONE and a new
Race/Ethnicity -	School-defined codes for:	Use UNE code per
one column National School Lunch Program (NSLP)	 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 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. 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 reduced-price lunch. Free lunch: Student is eligible for reduced-price lunch. School defined codes for: Student not eligible to athese this time: If you currently do not have this information or one students, blank cells or an indicator such as "N/A" (Not Avail	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.

Excel Header/	NAT	Commonto	
Fleid Name		roct Only	Comments
	In CEP schools in our state	rect Only	
	students are those who are d		
	participation in assistance pro		
	Supplemental Nutrition Assist		
	Temporary Assistance for Ne		
	Please code your students as		
	Is the student	How should	
	economically	student be coded	
	disadvantaged?	on NAEP?	
	1. Yes	1. Eligible for free	
		lunch	
	2. No	2. Student not	
		eligible	
	3. Information	3. Information	
	missing	unavailable	
	CEP Direct Ce	ertification Plus	
	In CEP schools in our state	, economically disadvantaged	
	students are identified in t	wo ways: a) directly certified	
	through participation in ass	istance programs such as the	
	Supplemental Nutrition Assis		
	through a household income	survey.	
	Please code your students as		
	Is the student	How should	
	economically	student be coded	
	disadvantaged?	on NAEP?	
	I. Yes	1. Eligible for free	
		lunch	
	2. No	2. Student not	
		eligible	
	3. Information		
	missing		
	CE	P All	
	In our state, all students ir		
	economically disadvantaged.		
	Please code your students as		
	Is the student		
	economically		
	disadvantaged?	on NAEP?	
	1. Yes	1. Eligible for free	
		lunch	

Excel Header/	NAED Volues	Commonto
Students with	NAEP Values	
Disabilities (SD)	 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. 	student, text or numeric
English	School-defined codes for:	Use ONE code per
Language	• Yes, ELL	student, text or numeric
Learner (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. 	
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.

<u>Step 3 – E-File</u> 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.

	MyNAEP For Schools	District: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT (TX)
NÄFP	Welcome	Help Contact Us My Account Logout Return to jcoleman
	👤 Texas State-Coordinator	• Age 9 Assessment: 2/25/2020
OF EDUCATIONAL PROGRESS	CARTHAGE PRI	
Home	Submit Student I	ict
Provide School Information		_IJU
Submit Student List	assessment. You will receive an ema	il after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment.
Prepare for Assessment	The E-Filing system opens Monday,	October 28th.
Support Assessment Activities	Please have all data submitted by Fi	iday, November 22nd.
	 E-Filing Instructions E-Filing Excel Template 	
	Should you need assistance with E-F	iling, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video is available here.
	How Do I Submit My Scho E-File (See E-File Instructional Document	ol's List of Students? nts)
	Start E-Filing Age 9	

• 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."

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 ONE column per student
- National School Lunch Program eligibility indicator
- On-break indicator
 - If you are submitting an E-File for a year-round school: this indicator identifies students who will be on-break/on vacation on your school's assessment date. (Please see your MyNAEP home page for assessment date).
 - If you are submitting an E-File for a non year-round school: do not provide values for this variable
- Student Zip Code include the student zip code, if available

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



• 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.

E-File Step 2: Identify Your Column Contents We need to know what information is in each column of your student data file. Click on the down arrow next to the words in the table that read "Column Contains". If there is no appropriate description in the drop-down list, please select N/A. It is important for us to have as much information about each student as possible. However, the essential information that must be reflected in the columns on the student list is: grade, student first name, student last name, month of birth, year of birth, sex, student with a disability (SD) indicator, and English Language Learner (ELL) indicator. If you are E-Filing for a year-round multi-track school, include a column for on-break indicator. Note: Click on the links below in the "Column Heading Is" to view the student data contained in that column. If you wish to correct or change your selections for column content descriptions, click the 'Clear' button. Clicking the "Clear" button will delete all of the selections you have made in each of the rows entitled "Columns Contains". Click here to see a worksheet view of your student data. If you find you have errors in your data, you will need to exit this program, correct the problem in your Excel file, and upload the file again.								
Column Heading Is	Your Column Contains Clear							
GRADE	Your Column Contains							
мов	Your Column Contains							
YOB	Your Column Contains							
SEX	Your Column Contains							
SD	State Unique Student ID Student Name: First							
ELL	Student Name: Middle Student Name: Last							
ETHNICITY	Grade Homercom or Other Locator							
RACE	Birth Date: Month of Birth							
SCHOOLLUNCH	Sex							
First Name	Student with a Disability English Language Learner							
Last Name	Ethnicity (Hispanic or not Hispanic) Race							
When you have identified all of the columns on your list, click the "Next" button to determined by the order of the columns in your Excel file.	P School Lunch Zip Code N/A							
Exit Bao	ck Next							

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.

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 Section below. To view the worksheet containing all of your student data, <u>click here</u>.

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 id	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.

E-File Data Checks

Age-ineligible students were removed from the file you submitted. The warnings below apply to age-eligible students only.
The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school.
Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:
 Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again.
• If the data from your file are correct as is, continue with the data checks process.
Enrollment and Date of Birth
The number of students on the file you submitted differs from our frame data by more than 100%.
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
Race
 Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from the frame by more than 10%.
Two or More Races (not Hispanic), E-File= 4.9%, Frame= 15.0%
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If you would like to change how you matched your race/ethnicity codes to NAEP values, click here to return to the linking page.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
Start Over Continue Exit

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.

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 un Complete (includes all enrolled students), and Accurate . Information is INCORRECT . Exit Back	Print Submit	ased on 2019 - 2020 enrollment),

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

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**.

<u>Step 1 – The E-Filing Template</u>

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.

А	В	С	D	E	F	G	н	1	J	К	L	М	N
State										English			
Unique		Student			Homeroom or	Month of	Year of		Student with a	Language	Race/	On-Break	Student
Student ID	Student First Name	Middle Name	Student Last Name	Grade	Other Locator	Birth	Birth	Sex	Disability	Learner	Ethnicity	Indicator	ZIP code

<u>Step 2 – Compile Data for the Template</u>

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.)

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

Your Excel file must contain the following data:

³ In year-round schools, students attend classes throughout the 12 calendar months, unlike traditional schools that follow the 9month 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	Excel Header/ Field Name NAEP Values	
Bace/Ethnicity -	rece/Ethnicity - School-defined codes for:	
one column	Hispanic, of any race: A person of Mexican, Puerto Rican, Cuban,	student, text or numeric
	Central or South American, or other Spanish (but not Portuguese)	stateni, tent or numeric
	culture of origin, regardless of race	
	• <i>White, not Hispanic</i> : 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	
	• <i>Asian, not Hispanic</i> : 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 Ruces, not Hispanic . A person who identifies with two or more of the non Hispanic estagories 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.	
Students with	School defined codes for:	Use ONE code per
Disabilities (SD)	• <i>Yes, IEP</i> : Student has a formal Individualized Education Program	student, text or numeric
	(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."	
	• <i>No, not SD</i> : Student does not have an IEP. If students have a 504 Plan	
	without an IEP, code these students as "No, not SD."	
	• <i>Information unavailable at this time</i> : 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	
Englich	Calla at a faller Gale.	
	Voc ELL	student text or
Language	• No Not FUI	numeric
	• No. Formerly ELL : If a student has achieved full English proficiency	numerie
	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.	
On-Break	School-defined code	Only for year-round
Indicator		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.

<u>Step 3 – E-File</u>

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.

	MyNAEP For Schools	District: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT (TX)		
ΝΆΓΡ	Welcome	Help Contact Us My Account Logout Return to jcoleman		
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS	Texas State-Coordinator	● Age 9 Assessment: 2/25/2020		
h Home	Submit Student I	ict		
Provide School Information	For each school, NAEP collects a list	of all students in the selected age group in order to draw a random sample of students to participate in the		
Submit Student List	assessment. You will receive an ema	assessment. You will receive an email after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment.		
Prepare for Assessment	The E-Filing system opens Monday,	October 28th.		
Support Assessment Activities	Please have all data submitted by Fr E-Filing Instructions	iday, November 22nd.		
◎ Wrap Up	 E-Filing Excel Template 			
	Should you need assistance with E-F	iling, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video is available here.		
	How Do I Submit My Scho	ol's List of Students?		
	E-File (See E-File Instructional Document Start E-Filing Age 9	nts)		

• 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 glifted and talented
 - ELL indicator to identify English language learners, as defined by your school
 - · Race/Ethnicity use ONE column per student
 - · 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."

<u> </u>	
	Submit Student List E-File Step 1: Upload Your File
	Exit
	Welcome, State.
	 The Four Basic Steps to E-Filing: Upload - Submit your list to the E-Filing automated system. Identify Columns - Matching the column headings in your list to those in a standard list provided by the system. Identify Format/Codes - Matching the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP. Verify that this matching of codes has been done accurately by reviewing a summary of the data you have matched.
	Before uploading a copy of your Excel student data file, please provide us with the following information: Why we need this.
	Date list is accurate as of: (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. Click on the "Browse" button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (*.*)". Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below. Click on the Upload button and proceed.
	Select the file name from your computer 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 MVNAEP 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.
	, service and the service of the ser

Step 4 - Map Your Columns and Rows to NAEP Values

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

Submit Student List

E-File Step 2: Identify Your Column Contents

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

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

<u>Click here to see a worksheet view of your student data.</u> If you find you have errors in your data, you will need to exit this program, correct the problem in your Excel file, and upload the file again.

Your Column Contains Clear
Your Column Contains
State Unique Student ID Student Name: First
Student Name: Middle Student Name: Last
Grade Homeroom or Other Locator
Birth Date: Month of Birth
but Sex values to NAEP Codes. The following
Student with a Disability
English Language Learner

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	s to NAEP codes			
For each of your values below, click on the down arr	row next to "Select Code" and click on the NAEP code the	at best matches you	ır value.	
To view the student records that have the selected v your student data, <u>click here</u> .	value in the "Sex" column, click on the view icon 😫 belo	w. To view the work	<sheet all="" containing="" of<="" th=""></sheet>	
If there is an error in your data file, click "Back file, and upload the file again.	k" until you get to the Upload page. Then click "Exi	t", correct the pro	blem in your Excel	
	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 48.0%		Female		
-0.578	Your File Contains 2 Value(s)	51.170		
		P	\ge 9	
# View Your Values	NAEP Codes	Number	Percentage	
1. 强 1	Select Code 🗸	312	49.2%	
2. 🔒 2	Select Code 🗸	322	50.8%	
When you have identified all of the codes on your lis	st, 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.

E-File Data Checks

Age-ineligible students were removed from the file you submitted.	. The warnings below apply to age-eligible students
only.	

The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school.

Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:

- Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again.
- If the data from your file are correct as is, continue with the data checks process.

 Enrollment and Date of Birth The number of students on the file you submitted differs from our frame data by more than 100%. Are your data correct? If you are satisfied with the information in your data file, click Continue. If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again. Race Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from frame by more than 10%. Two or More Races (not Hispanic), E-File= 4.9%, Frame= 15.0% Are your data correct? If you are satisfied with the information in your data file, click Continue.	
 The number of students on the file you submitted differs from our frame data by more than 100%. Are your data correct? If you are satisfied with the information in your data file, click Continue. If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again. Race Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from frame by more than 10%. Two or More Races (not Hispanic), E-File = 4.9%, Frame = 15.0% Are your data correct? If you are satisfied with the information in your data file, click Continue. 	Enrollment and Date of Birth
Are your data correct? If you are satisfied with the information in your data file, click Continue. If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again. Race • Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from frame by more than 10%. Two or More Races (not Hispanic), E-File= 4.9%, Frame= 15.0% Are your data correct? If you are satisfied with the information in your data file, click Continue.	The number of students on the file you submitted differs from our frame data by more than 100%.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again. Race • Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from frame by more than 10%. Two or More Races (not Hispanic), E-File= 4.9%, Frame= 15.0% Are your data correct? If you are satisfied with the information in your data file, click Continue.	Are your data correct? If you are satisfied with the information in your data file, click Continue.
 Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from frame by more than 10%. Two or More Races (not Hispanic), E-File= 4.9%, Frame= 15.0% Are your data correct? If you are satisfied with the information in your data file, click Continue. 	If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
 Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from frame by more than 10%. Two or More Races (not Hispanic), E-File= 4.9%, Frame= 15.0% Are your data correct? If you are satisfied with the information in your data file, click Continue. 	tace
Two or More Races (not Hispanic), E-File= 4.9%, Frame= 15.0% Are your data correct? If you are satisfied with the information in your data file, click Continue.	• Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from the frame by more than 10%.
Are your data correct? If you are satisfied with the information in your data file, click Continue.	Two or More Races (not Hispanic), E-File= 4.9%, Frame= 15.0%
	Are your data correct? If you are satisfied with the information in your data file, click Continue.
If you would like to change how you matched your race/ethnicity codes to NAEP values, click here to return to the linking page.	If you would like to change how you matched your race/ethnicity codes to NAEP values, click here to return to the linking page.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.	If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
	Start Over Continue Exit

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.

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	

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 NAEP 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**.

<u>Step 1 – The E-Filing Template</u>

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.



<u>Step 2 – Compile Data for the Template</u>

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.)

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

Your Excel file must contain the following data:

⁴ In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9month 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/	NAED Volues	Commonts
	School defined codes for:	
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	ational School defined codes for:	
School Lunch	• Student not eligible to participate: Student is not	student, text or numeric
(NSLP)	 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.	
	• <i>Information unavailable at this time</i> : If you currently	
	uo not nave 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.	

⁵ 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
	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, students are those who are d participation in assistance p Supplemental Nutrition Ass the Temporary Assistance for		
	Please code your students as	s 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? 1. Yes	How should student be coded on NAEP?	
	2. No	or reduced price lunch 2. Student not	
	3. Information missing	3. Information unavailable	

Excel Header/ Field Name	NAFP	Values	Comments
			connents
	In our state, all students in CEP schools are considered economically disadvantaged. Please code your students as follows:		
	Is the student economically disadvantaged? 1. Yes	How should student be coded on NAEP? 1. Eligible for free lunch	
Students with Disabilities (SD)	 School-defined codes for: <i>Yes, IEP</i>: 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." <i>No, not SD</i>: Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." <i>Information unavailable at this time:</i> 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 data. 		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.

<u>Step 3 – E-File</u>

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.

	MyNAEP For Schools	District: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT (TX)	
NÁEP NATIONAL ASSESSMENT	Welcome	Help Contact Us My Account Logout Return to jcoleman O Age 9 Assessment: 2/25/2020	
OF EDUCATIONAL PROGRESS	CARTHAGE PRI		
Ноте	Submit Student L	ist	
Provide School Information	For each school, NAEP collects a list	of all students in the selected age group in order to draw a random sample of students to participate in the	
Submit Student List	The E-Filing system opens Monday,	ortober 28th.	
Prepare for Assessment	Please have all data submitted by Friday, November 22nd.		
Support Assessment Activities	E-Filing Instructions		
● Wrap Up	Should you need assistance with E-Fi	ling, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video is available here.	
	How Do I Submit My Schoo	ol's List of Students?	
	E-File (See E-File Instructional Documer Start E-Filing Age 9		

• 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 TWO columns per student:	
	Ethnicity (Hispanic or not)	
	Race	
	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."



Step 4 – Map Your Columns and Rows to NAEP Values

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

Submit Student List

E-File Step 2: Identify Your Column Contents

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

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

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

Column Heading Is	Your Column Contains Clear		
GRADE	Your Column Contains		
MOB	Your Column Contains		
YOB	Your Column Contains		
SEX	Your Column Contains		
<u>SD</u>	State Unique Student ID Student Name: First		
ELL	Student Name: Middle Student Name: Last		
ETHNICITY	Grade Homeroom or Other Locator		
RACE	Birth Date: Month of Birth		
SCHOOLLUNCH	Sex		
First Name	Student with a Disability English Language Learner		
Last Name	Ethnicity (Hispanic or not Hispanic) Bace		
When you have identified all of the columns on your list, click the "Next" button to determined by the order of the columns in your Excel file.	School Lunch Zip Code N/A	Codes. The following screens will be	
Exit Back Next			
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 Selected value in the "Sex" column, click on the view icon student data, <u>click here</u>.

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. 强	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.

E-File Data Checks

Age-ineligible students were removed from the file you submitted. The warnings below apply to age-eligible students only.

The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school.

Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:

- Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again.

	• If the data from your file are correct as is, continue with the data checks process.
	 Enrollment and Date of Birth The number of students on the file you submitted differs from our frame data by more than 100%.
ľ	Are your data correct? If you are satisfied with the information in your data file, click Continue.
	If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
	 Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from the frame by more than 10%. Two or More Races (not Hispanic), E-File= 4.9%, Frame= 15.0%
	Are your data correct? If you are satisfied with the information in your data file, click Continue.
	If you would like to change how you matched your race/ethnicity codes to NAEP values, click here to return to the linking page.
	If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
	Start Over Continue Exit

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.

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 Complete (includes all enrolled students), and Accurate. Information is INCORRECT. 	understanding, the data are Current (base	d on 2019 - 2020 enrollment),
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**.

<u>Step 1 – The E-Filing Template</u>

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.



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.)

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: <i>Yes, Hispanic</i>: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race <i>No, Not Hispanic</i> <i>Information unavailable at this time:</i> 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

Your Excel file must contain the following data:

⁶ In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9month 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/	NAED Volues	Commonts
Pielo Name	NALP values	
Nace	White: A percen baying origins in any of the original peoples of	student text or numeric
	Furone North Africa or the Middle East	Student, text of numeric
	 Black or African American: A person having origins in any of the 	
	Black peoples of Africa	
	• <i>Asian</i> : 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	
	Idende	
	Two or More Daces: 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.	
	• <i>Information unavailable at this time</i> : 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.	
Students with	School-defined codes for:	Use ONE code per
Disabilities (SD)	• <i>Yes, IEP</i> : Student has a formal Individualized Education Program	student, text or numeric
	(IEP), the student's IEP is in progress, or the student has an	
	equivalent classification for private schools. If some students have	
	• No. not SD: Student does not have an IED. 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.	
English Language	School-defined codes for:	Use ONE code per
Learner (ELL)	• Yes, ELL	student, text or numeric
	• No, Not ELL	
	• No, Formerly ELL: If a student has achieved full English	
	formerly FLL students in its accountability reports, the student	
	should be coded as "No. formerly FLL." Public schools, contact your	
	NAEP State Coordinator if you have any questions about using this	
	code.	
	• <i>Information unavailable at this time</i> : 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.	
On-Break	School-defined code	Only for year-round
indicator		schools; column can be
		ieit oii ii school is not
Student 7IP 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.

<u>Step 3 – E-File</u>

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.

	MyNAEP For Schools District: ESSEX NORTH SHORE AGRICULTURAL AND TED		
NÄFP	Welcome Help Contact Us My Account Logout Retu		
NATIONAL ASSESSMENT OF EDUCATIONAL	Texas State-Coordinator	O Age 9 Assessment: 2/25/2020	
PROGRESS			
Home	Submit Student I	ict	
Provide School Information	Submit Student L		
Submit Student List	For each school, NAEP collects a list of all students in the selected age group in order to draw a random sample of students to participate in the assessment. You will receive an email after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment.		
Prepare for Assessment	The E-Filing system opens Monday, October 28th.		
Please have all data submitted by Friday, November 22nd.			
 Support Assessment Activities Wran Un 	es • E-Filing Instructions • E-Filing Excel Template		
	Should you need assistance with E-Filing, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video is available here.		
	How Do I Submit My Scho	ol's List of Students?	
	E-File (See E-File Instructional Documen	its)	
	Start E-Filing Age 9		

• 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 TWO columns per student:
 - Ethnicity (Hispanic or not)
 - Race
 - 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	ontinue 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.
	 Upload - Submit your list to the E-Filing automated system. Upload - Submit your list to the E-Filing automated system. Identify Columns - Matching the column headings in your list to those in a standard list provided by the system. Identify Format/Codes - Matching the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP. Verify that this matching of codes has been done accurately by reviewing a summary of the data you have matched.
	Before uploading a copy of your Excel student data file, please provide us with the following information: Why we need this.
	Date list is accurate as of: (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. Click on the "Browse" button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (*.*)". Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below. Click on the Upload button and proceed.
	Select the file name from your computer
	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
	PryvALE site and return to E-ming. Fou will be sent directly to the last screen you were working off, allowing you to complete the E-Filing procedure.

Step 4 – Map Your Columns and Rows to NAEP Values

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

Submit Student List

E-File Step 2: Identify Your Column Contents

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

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

<u>Click here to see a worksheet view of your student data.</u> If you find you have errors in your data, you will need to exit this program, correct the problem in your Excel file, and upload the file again.

Column Heading Is	Your Column Contains Clear	
GRADE	Your Column Contains	
MOB	Your Column Contains	
YOB	Your Column Contains	
SEX	Your Column Contains	
<u>SD</u>	Your Column Contains	
ELL	State Unique Student ID Student Name: First	
RACE	Student Name: Middle Student Name: Last	
Ethnicity	Grade Homeroom or Other Locator	
FirstName	Birth Date: Month of Birth	
Last Name	Sex	
When you have identified all of the columns on your list, click the "Next" button to determined by the order of the columns in your Excel file.	Student with a Disability English Language Learner Ethnicity (Hispanic or not Hispanic) Race	Codes. The following screens will be

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 Selected value in the "Sex" column, click on the view icon selected value in the "Sex" column, click on the view icon selected value in the "Sex" column, click on the view icon selected value in the "Sex" column, click on the view icon selected value in the "Sex" column, click on the view icon selected value in the "Sex" column, click on the view icon selected value in the "Sex" column, click on the view icon selected value in the "Sex" column, click on the view icon selected value in the "Sex" column, click on the view icon selected value in the "Sex" column, click on the view icon selected value in the selected value in the "Sex" column, click on the view icon selected value in the selected value in the "Sex" column, click on the view icon selected value in the selected value in the "Sex" column, click on the view icon selected value in the selected value in the "Sex" column, click on the view icon selected value in the selected value in the "Sex" column, click on the view icon selected value in the "Sex" column, click on the view icon selected value in the selected value in the "Sex" column, click on the view icon selected value in the selected value in

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. 强	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.

E-File Data Checks



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.

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.

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

67 473 94 312 322	Percentage 10.57% 74.61% 14.83% 49.21%
67 473 94 312 322	10.57% 74.61% 14.83% 49.21%
67 473 94 312 322	10.57% 74.61% 14.83% 49.21%
473 94 312 322	74.61% 14.83% 49.21%
94 312 322	14.83% 49.21%
312 322	49.21%
312 322	49.21%
322	
	50.79%
83	13.09%
545	85.96%
6	0.95%
269	42.43%
117	18.45%
171	26.97%
33	5.21%
9	1.42%
1	0.16%
31	4.89%
3	0.47%
78	12.3%
548	86.44%
3	0.47%
5	0.79%
634	
ding, the data are Current (ba	sed on 2019 - 2020 enrollment),
	545 6 269 117 171 33 9 1 31 31 3 3 78 548 3 5 634 ding, the data are Current (ba

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

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**.

<u>Step 1 – The E-Filing Template</u>

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.



<u>Step 2 – Compile Data for the Template</u>

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 9month 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	NAFP 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. 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

Excel Header/		Commente
Field Name	CEP Direct Only	Comments
	In CEP birect only lin CEP schools in our state, economically disadvantaged students are those who are directly certified through participation in assistance programs such as the Suppleme Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (T Please code your students as follows:	ntal ie FANF).
	Is the student economically disadvantaged?How should student be code on NAEP?1. Yes1. Eligible for free or reduced pr lunch2. No2. Student not eligible2. http://www.stion2. http://www.stion	d ee ice
	3. Information 3. Information	
	Thissing unavailable	
	CEP Direct Certification Plus	
	In CEP schools in our state, economically disadvantaged students are identified in tw ways: a) directly certified through participa assistance programs such as the Suppleme Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (T b) through a household income survey. Please code your students as follows:	o tion in ntal ie FANF);
	Is the student economically disadvantaged?How should student be coded on NAEP?1. Yes1. Eligible for fre or reduced pri lunch	d e ce
	2. No eligible	
	3. Information missing3. Information unavailable	

Excel Header/ Field Name	NAEP Values		Comments
	CEP All		
	In our state, all students in CEP schools ar considered economically disadvantaged.		
	Please code your students as follows:		
	Is the studentHow shouldeconomicallystudent be codedisadvantaged?on NAEP?1. Yes1. Eligible for frlunchlunch	ed ee	
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		lf 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.

<u>Step 3 – E-File</u>

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.

	MyNAEP For Schools	District: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT (TX)
NAEP NATIONAL ASSESSMENT OF IDUCATIONAL PROCATIONAL	Welcome Texas State-Coordinator CARTHAGE PRI	Help Contact Us My Account Logout Return to jcoleman O Age 9 Assessment: 2/25/2020
 Home Provide School Information Submit Student List Prepare for Assessment Support Assessment Activities Wrap Up 	Submit Student L For each school, NAEP collects a list assessment. You will receive an ema The E-Filing system opens Monday, Please have all data submitted by Fr	LiST of all students in the selected age group in order to draw a random sample of students to participate in the il after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment. October 28th. iday, November 22nd. illing, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video is available here.
~	How Do I Submit My Schor E-File (See E-File Instructional Document Start E-Filing Age 9	ol's List of Students?

• 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
 - $\circ\,$ ELL indicator to identify English language learners, as defined by your school
 - $\circ~$ 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
 - $\circ\,$ 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.



• 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: <u>Why we need this.</u> • 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 V Row 1 of your Excel file contains column names
 To upload your student data file, you will need to locate the file on your computer. Click on the "Browse" button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (*.*)". Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below. Click on the Upload button and proceed.
Select the file name from your computer

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.

For each of your v	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 studer your student data,	To view the student records that have the selected value in the "Sex" column, click on the view icon Selected value to view the worksheet containing all of your student data, click here.			
If there is an err file, and upload t	or in your data file, click "Back" un the file again.	til you get to the Upload page. Then click "	'Exit", correct the pro	blem in your Excel
		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 48.0%		Female	
48.9%				
		Your File Contains 2 Value(s)		
			A	ge 9
	Your Values	NAEP Codes	Number	Percentage
# View		Select Code 🗸	312	49.2%
# View 1. 3	1			50.8%
# View 1. 2. 3	1 2	Select Code 🗸	322	
# View 1. 3 2. 3 When you have ide	1 2 entified all of the codes on your list, clic	Select Code 🗸 k the "Next" button to proceed.	322	

<u>Step 5 – Review Warnings and Verify Data</u>

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.

E-File Data Checks

Age-ineligible students were removed from the file you submitted. The warnings below apply to age-eligible students only.
The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school.
Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:
 Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again.
• If the data from your file are correct as is, continue with the data checks process.
The number of students on the file you submitted differs from our frame data by more than 100%.
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
Race
• Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from the frame by more than 10%.
Two or More Races (not Hispanic), E-File= 4.9%, Frame= 15.0%
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If you would like to change how you matched your race/ethnicity codes to NAEP values, click here to return to the linking page.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
Start Over Continue Exit

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.

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 Complete (includes all enrolled students), and Accurate Information is INCORRECT. 	and understanding, the data are Current (base e.	ed on 2019 - 2020 enrollment),
Exit Ba		

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

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**.

<u>Step 1 – The E-Filing Template</u>

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.



<u>Step 2 – Compile Data for the Template</u>

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.)

Excel Header/		
Field Name	NAEP Values	Comments
State unique	N/A	If available; do not use the
Student ID		student's Social Security
		number
Student First	N/A	Text; must be in its own
Name		column
Student Middle	N/A	Text; Middle Name is
Name		optional, but the column
		must be included in the
		Excel file
Student Last	N/A	Text; must be in its own
Name		column
Grade in School	Any	Use current year data
Homeroom or	ŇÁ	If available; locator
other 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)	Numeric format; must be
		in its own column
	The expected ranges for Year of Birth are listed below:	
	2010	
Sex	School-defined codes	Codes (numeric or text) for
		Male/Female
Ethnicity	School-defined codes for:	Indicate all Race/Ethnicity
(Hispanic or not)	• <i>Yes, Hispanic</i> : A person of Mexican, Puerto Rican, Cuban,	categories that apply for
	Central or South American, or other Spanish (but not Portuguese)	each student, text or
	culture of origin, regardless of race	numeric
	• No, Not Hispanic	
	• <i>Information unavailable at this time:</i> 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.	
Race: White	• <i>Yes, White</i> : A person having origins in any of the original peoples	Indicate all Race/Ethnicity
	of Europe, North Africa, or the Middle East	categories that apply for
	• No, not White	each student, text or
	• <i>Information unavailable at this time:</i> If you currently do not have	numeric
	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.	

Your Excel file must contain the following data:

⁹ In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9month 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	 <i>Yes, Asian:</i> 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 <i>No, not Asian</i> <i>Information unavailable at this time:</i> 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: <i>Yes, IEP</i>: 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." <i>No, not SD</i>: Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." <i>Information unavailable at this time:</i> 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 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.

<u>Step 3 – E-File</u>

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.

	MyNAEP For Schools	District: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT (TX)
ΝΆΓΡ	Welcome	Help Contact Us My Account Logout Return to jcoleman
NATIONAL ASSESSMENT	1 Texas State-Coordinator	• Age 9 Assessment: 2/25/2020
OF EDUCATIONAL PROGRESS	CARTHAGE PRI	
Home	Submit Student I	ict
Provide School Information	For each school. NAEP collects a list of all students in the selected age group in order to draw a random sample of students to participate in the	
Submit Student List	assessment. You will receive an email after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment.	
Prepare for Assessment	The E-Filing system opens Monday, October 28th .	
Support Assessment Activities	Please have all data submitted by Friday, November 22nd. • E-Filing Instructions	
■ Wrap Up	E-Filing Excel Template	
	Should you need assistance with E-Filing, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video is available here.	
	How Do I Submit My School's List of Students?	
	E-File (See E-File Instructional Docume	nts)
	Start E-Filing Age 9	

• 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
 - $\circ\,$ ELL indicator to identify English language learners, as defined by your school
 - $\circ\,$ 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
 - 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.



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

_				
	Submit Student List E-File Step 1: Upload Your File			
	Exit			
	Welcome, State.			
	 The Four Basic Steps to E-Filing: Upload – Submit your list to the E-Filing automated system. Identify Columns - Matching the column headings in your list to those in a standard list provided by the system. Identify Format/Codes - Matching the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP. Verify that this matching of codes has been done accurately by reviewing a summary of the data you have matched. 			
	Before uploading a copy of your Excel student data file, please provide us with the following information: <u>Why we need this.</u> • 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. Click on the "Browse" button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (*.*)". Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below. Click on the Upload button and proceed. 			
	Select the file name from your computer File Name: 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.

Submit Student List

E-File Step 2: Identify Your Column Contents

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

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

<u>Click here to see a worksheet view of your student data.</u> If you find you have errors in your data, you will need to exit this program, correct the problem in your Excel file, and upload the file again.

Column Heading Is	Your Column Contains Clear
GRADE	Your Column Contains
MOB	Your Column Contains
YOB	Your Column Contains
SEX	Your Column Contains
<u>SD</u>	Your Column Contains
ELL	State Unique Student ID Student Name: First
Ethnicity	Student Name: Middle Student Name: Last
black	Grade Homercom or Other Locator
white	Birth Date: Month of Birth
Asian	Sex
AI	Student with a Disability English Language Learner
<u>PI</u>	Hispanic, of any race
FirstName	Black or African American
Last Name	Asian Native Hawaiian or Pacific Islander American Indian or Alaska Native
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 Selected value in the "Sex" column, click on the view icon student data, <u>click here</u>.

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. 强	2	Select Code 🗸	322	50.8%				
When you have ide	entified all of the codes on your list, c	lick 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.

E-File Data Checks

Age-ineligible students were removed from the file you submitted. The warnings below apply to age-eligible students only.

The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school.

Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:

- Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again.
- If the data from your file are correct as is, continue with the data checks process.

Enrollment and Date of Birth

The number of students on the file you submitted differs from our frame data by more than 100%.

Are your data correct? If you are satisfied with the information in your data file, click Continue.

If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.

Race

• Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from the frame by more than 10%.

Two or More Races (not Hispanic), E-File= 4.9%, Frame= 15.0%

Are your data correct? If you are satisfied with the information in your data file, click Continue.

If you would like to change how you matched your race/ethnicity codes to NAEP values, click here to return to the linking page.

If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.



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 knowledg Complete (includes all enrolled students), and Accura Information is INCORRECT. 	e and understanding, the data are Curren ate.	t (based on 2019 - 2020 enrollment),
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

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.

<u>Step 1 – The E-Filing Template</u>

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.



<u>Step 2 – Compile Data for the Template</u>

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.)

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

Your Excel file must contain the following data:

¹⁰ In year-round schools, students attend classes throughout the 12 calendar months, unlike traditional schools that follow the 9month 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 -	School-defined codes for:	Use ONE code per
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 original peoples 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 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.

Excel Header/ Field Name	NA	EP Values	Comments
I fera i funite	CEP D	Direct Only	Commento
	In CEP schools in our state, econo those who are directly certified th programs such as the Supplement (SNAP) and the Temporary Assis	omically disadvantaged students are rough participation in assistance al Nutrition Assistance Program tance for Needy Families (TANF).	
	Please code your students as follo	WS:	
	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 C In CEP schools in our state, econor identified in two ways: a) directly assistance programs such as the S Program (SNAP) and the Tempor (TANF); b) through a household in Please code your students as follo	Certification Plus pmically disadvantaged students are certified through participation in upplemental Nutrition Assistance ary Assistance for Needy Families income survey.	
	Is the student economically	How should student be coded on NAEP?	
	disadvantaged? 1. Yes	1. Eligible for free or reduced price lunch	
	2. No	2. Student not eligible	
	3. Information missing	3. Information unavailable	
	C	EP All	-
	In our state, all students in CEP so disadvantaged.	chools are considered economically	
	Please code your students as follo	ws:	
	Is the student economically disadvantaged?	How should student be coded on NAEP?	
	1. Yes	l. 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 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.

<u>Step 3 – E-File</u>

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.

	MyNAEP For Schools	District: RIVER GROVE SD 85-5 (TX)					
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS	Welcome Texas State-Coordinator <u>CENTER SCHOOL</u>	Help Contact US My Account Logout Return to jcoleman • Age 13 Assessment: 11/6/2019					
 Home Provide School Information 	Submit Student L	ist					
Submit Student List	For each school, NAEP collects a list assessment. You will receive an ema	of all students in the selected age group in order to draw a random sample of students to participate in the il after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment.					
Prepare for Assessment	The E-Filing system opens Monday, August 19th.						
Support Assessment Activities	• E-Filing Instructions						
■ Wrap Up	E-Filing Excel Template Should you need assistance with E-F	iling, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video is available here.					
	How Do I Submit My Scho	ol's List of Students?					
	E-File (See E-File Instructional Document Start E-Filing Age 13						

• 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."

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 ONE column per student
National School Lunch Program eligibility indicator
On-break indicator
 If you are submitting an E-File for a year-round school: this indicator identifies students who will be on-break/on vacation on your school's assessment date. (Please see your MyNAEP home page for assessment date).
 If you are submitting an E-File for a non year-round school: do not provide values for this variable
 Student Zip Code - include the student zip code, if available
* If the data for this variable are not available at the time of e-Filing, you must still include the empty column in the template.
Print Continue Exit

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



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.

E-File Step 2: Identify Your Column Contents

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

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

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

Column Heading Is	Your Column Contains Clear
GRADE	Your Column Contains
MOB	Your Column Contains
YOB	Your Column Contains
SEX	Your Column Contains
<u>SD</u>	Student Name: First
ELL	Student Name: Middle Student Name: Last
ETHNICITY	Grade Homeroom or Other Locator
RACE	Birth Date: Month of Birth
SCHOOLLUNCH	Sex
First Name	Student with a Disability English Language Learner
Last Name	Ethnicity (Hispanic or not Hispanic) Race
When you have identified all of the columns on your list, click the "Next" button to determined by the order of the columns in your Excel file.	School Lunch Zip Code N/A
Exit Bac	k Next

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)								
				1	Age 13				
#	View	Your Values	NAEP Codes	Number	Percentage				
1.	<u>1</u>	1	Select Code	46	47.4%				
2.	3	2	Male	51	52.6%				
Wh	en you h	ave identified all of the codes on your list, click	the "Next" butten to proceed.						



<u>Step 5 – Review Warnings and Verify Data</u>

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.

Submit Student List

E-File Data Checks

Age-ineligible students were removed from the file you submitted. The warnings below apply to age-eligible students only.

The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school.

Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:

- Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again.
- If the data from your file are correct as is, continue with the data checks process.

Enrollment and Date of Birth

• The number of students on the file you submitted differs from our frame data by more than 100%.

Are your data correct? If you are satisfied with the information in your data file, click Continue.

If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.

Race

Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from the frame by more than 10%.
 Black or African American, not Hispanic, E-File= 19.6%, Frame= 8.8% Hispanic, of any race, E-File= 24.7%, Frame= 39.0%

hispanic, of any race, E file= 24.770, frame= 55.070

Are your data correct? If you are satisfied with the information in your data file, click Continue.

If you would like to change how you matched your race/ethnicity codes to NAEP values, click here to return to the linking page.

If there is an error in your data file, click Start Over, correct this information in your Eycel file, and unload the file again

If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.



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.

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%
ex		
Male	46	47.42%
Female	51	52.58%
tudent with a Disability		
Yes, IEP	13	13.4%
No, not SD	82	84.54%
Information unavailable at this time	2	2.06%
IAEP 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%
AEP English Language Learner		
Yes, ELL	5	5.15%
No, not ELL	90	92.78%
No, Formerly ELL	2	2.06%
chool 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%
otal Enrollment:	97	
 Information is CORRECT. To the best of my knowledge a Complete (includes all enrolled students), and Accurate Information is INCORRECT. 	nd understanding, the data are Current	(based on 2019 - 2020 enrollment),
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

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**.

<u>Step 1 – The E-Filing Template</u>

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.

А	В	С	D	E	F	G	Н	1	J	к	L	M	N
State										English			
Unique		Student			Homeroom or	Month of	Year of		Student with a	Language	Race/	On-Break	Student
Student ID	Student First Name	Middle Name	Student Last Name	Grade	Other Locator	Birth	Birth	Sex	Disability	Learner	Ethnicity	Indicator	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.)

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

Your Excel file must contain the following data:

¹² In year-round schools, students attend classes throughout the 12 calendar months, unlike traditional schools that follow the 9month 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/		Commente
Field Name	NAEP Values	Comments
Race/Ethnicity - one column	 School-defined codes for: Hispanic, of any race: A person of Mexican, Puerto 	Use ONE code per student. text or
	Rican, Cuban, Central or South American, or other	numeric
	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 of African American, not Hispanic: A	
	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 baying 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	
	School doos 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	
Ctudonte with	to collect the data at a later date.	
Students with	School defined codes for:	
Disabilities (SD)	Education Program (IEP) the student's IEP is in	student text or
	progress, or the student has an equivalent	numeric
	classification for private schools. If some students	liamene
	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."	
	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.	

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.

<u>Step 3 – E-File</u>

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.

	MyNAEP For Schools	District: RIVER GROVE SD 85-5 (TX)
NAEP NATIONAL ASSESSMENT OF EDICATIONAL PROGRESS	Welcome Texas State-Coordinator	Help Contact Us My Account Logout Return to jcoleman O Age 13 Assessment: 11/6/2019
 Home Provide School Information Submit Student List Prepare for Assessment Support Assessment Activities Wrap Up 	Submit Student L For each school, NAEP collects a list. assessment. You will receive an ema The E-Filing system opens Monday, Please have all data submitted by Fr I E-Filing Instructions E-Filing Excel Template Should you need assistance with E-F	ist of all students in the selected age group in order to draw a random sample of students to participate in the I after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment. August 19th. Iday, September 20th. Iing, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video <u>is available here</u> .
	How Do I Submit My Schoo E-File (See E-File Instructional Documer Start E-Filing Age 13	ol's List of Students?

• 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 ONE column per student
	• 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		
	 Coupload your student data file, you will need to locate the file on your computer. Click on the "Browse" button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (*.*)". Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below. Click on the Upload button and proceed. 		
	Select the file name from your computer File Name: Upload Upload Upload Upload Upload afile 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		
	MYNALP site and return to E-Filing. You will be sent directly to the last screen you were working on, allowing you to complete the E-Filing procedure.		

Step 4 – Map Your Columns and Rows to NAEP Values

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

Submit Student List

E-File Step 2: Identify Your Column Contents

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

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

<u>Click here to see a worksheet view of your student data.</u> If you find you have errors in your data, you will need to exit this program, correct the problem in your Excel file, and upload the file again.

Column Heading Is	Your Column Contains Clear	
GRADE	Your Column Contains 🔽	
MOB	Your Column Contains	
YOB	Your Column Contains 🔽	
SEX	Your Column Contains 🔽	
SD	Your Column Contains	
ELL	State Unique Student ID Student Name: First	
RACE	Student Name: Middle Student Name: Last	
FirstName	Grade	
Last Name	Birth Date: Month of Birth	
When you have identified all of the columns on your list, click the "Next" bu	Sex values to NAEP Cod	es. The following
screens will be determined by the order of the columns in your Excel file.	Student with a Disability English Language Learner Race/Ethnicity	

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 you	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.			value.
To view the stu your student da	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 or your student data, click here.			
If there is an file, and uploa	error in your data file, click "Back" until yo ad the file again.	ou get to the Upload page. Then click "I	Exit", correct the pro	blem in your Excel
		Sex		
It is very impor information fro Statistics. It is confirm your co	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				
	Your File Contains 2 Value(s)			
			Ag	je 13
# View	Your Values	NAEP Codes	Number	Percentage
1. 😫	1	Select Code	46	47.4%
2. 😫	2	Male	51	52.6%
When you have identified all of the codes on your list, click the "Next" buttor process.				

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.

E-File Data Checks

Age-ineligible students were removed from the file you submitted. The warnings below apply to age-eligible students only.

The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school.

Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:

- Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or
 correcting your Excel file and uploading the file again.
- If the data from your file are correct as is, continue with the data checks process.

Enrollment and Date of BirthThe number of students on the file you submitted differs from our frame data by more than 100%.
Are your data correct? If you are satisfied with the information in your data file, click Continue.
 Race Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file
you submitted differ from the frame by more than 10%. Black or African American, not Hispanic, E-File= 19.6%, Frame= 8.8% Hispanic, of any race, E-File= 24.7%, Frame= 39.0%
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If you would like to change how you matched your race/ethnicity codes to NAEP values, click <u>here to return to the linking page</u> . If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
Start Over Continue Exit

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.

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

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**.

<u>Step 1 – The E-Filing Template</u>

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.



<u>Step 2 – Compile Data for the Template</u>

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.)

Excel Header/		
Field Name	NAEP Values	Comments
State unique	N/A	If available; do not use the
Student ID		student's Social Security
Church Church		number
Student First	N/A	Text; must be in its own
Name Charlent Middle		column
Student Middle	N/A	Text; Middle Name is
Name		optional, but the column
		must be included in the
<u></u>		Excel file
Student Last	N/A	Text; must be in its own
Name	•	column
Grade in School	Any	Use current year data
Homeroom or	N/A	If available; locator
other 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)	Numeric format; must be
		in its own column
	The expected ranges for Year of Birth are listed below:	
	2006	
Sex	School-defined codes	Codes (numeric or text) for
		Male/Female
Ethnicity	School-defined codes for:	Use ONE code per student,
(Hispanic or not)	• <i>Yes, Hispanic</i> : A person of Mexican, Puerto Rican, Cuban, Central	text or numeric
	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.	

Your Excel file must contain the following data:

¹³ In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9month 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
Field Name Race	 NAEP Values 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 	Comments Use ONE code per student, text or numeric
	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.	
National School Lunch Program (NSLP)	 School defined codes for: <i>Student not eligible to participate:</i> Student is not eligible for free or reduced-price lunch <i>Free lunch:</i> Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch."¹⁴ <i>Reduced price lunch:</i> Student is eligible for reduced-price lunch <i>School not participating:</i> School does not participate in the NSLP. When used, this code must be applied to all students. <i>Information unavailable at this time:</i> 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.

Excel Header/				Community
Field Name	SPECIAL INSTRUCT school participates Provision (CEP), no who are economica be classified as elig lunch.	IONS FOR CEP SCHOOL in the Community Elig ote that for NAEP, only ally disadvantaged stuc gible for free or reduce	<i>S: If your</i> <i>ibility</i> students dents can d-price	Comments
	C In CEP schools in our state those who are directly cert programs such as the Supp	EP Direct Only e, economically disadvantaged so ified through participation in asso lemental Nutrition Assistance P	tudents are sistance rogram	
	(SNAP) and the Temporar Please code your students	y Assistance for Needy Families	s (TANF).	
	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 Dir In CEP schools in our state identified in two ways: a) o assistance programs such a Program (SNAP) and the T (TANF); b) through a hous	ect Certification Plus e, economically disadvantaged s directly certified through particip to the Supplemental Nutrition As Gemporary Assistance for Needy schold income survey.	tudents are pation in ssistance 7 Families	
	Please code your students as follows:			
	Is the student economically disadvantaged?	How should student coded on NAEP?	be	
	1. Yes	1. Eligible for fre or reduced pr lunch	ice	
	2. No	2. Student not eligible		
	missing	unavailable		

Excel Header/	NAED Velses	Commente
Field Name		Comments
	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. Yes1. Eligible for free 	
Students with Disabilities (SD)	 School-defined codes for: <i>Yes, IEP</i>: 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." <i>No, not SD</i>: Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." <i>Information unavailable at this time</i>: 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.

<u>Step 3 – E-File</u>

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.

	MyNAEP For Schools	District: RIVER GROVE SD 85-5 (TX)		
NAEP NATIONAL ASSISSIMIT OF IEUCATIONAL PROGRESS	Welcome Texas State-Coordinator	Help Contact Us My Account Logout Return to jcoleman • Age 13 Assessment: 11/6/2019		
 Home Provide School Information Submit Student List 	Submit Student List For each school, NAEP collects a list of all students in the selected age group in order to draw a random sample of students to participate in the assessment. You will receive an email after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment.			
 Prepare for Assessment Support Assessment Activities Wrap Up 	The E-Filing system opens Monday, August 19th . Please have all data submitted by Friday, September 20th . • E-Filing Instructions • E-Filing Excel Template Should you need assistance with E-Filing, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video is available here.			
	How Do I Submit My Schoo E-File (See E-File Instructional Document Start E-Filing Age 13	ol's List of Students?		

• 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 TWO columns per student: Ethnicity (Hispanic or not)
Race
National School Lunch Program eligibility indicator
• On-break indicator
 If you are submitting an E-File for a year-round school: this indicator identifies students who will be on-break/on vacation on your school's assessment date. (Please see your MyNAEP home page for assessment date).
 If you are submitting an E-File for a non year-round school: do not provide values for this variable
• Student Zip Code - include the student zip code, if available
* If the data for this variable are not available at the time of e-Filing, you must still include the empty column in the template.
Print Continue Exit

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

	Submit Student List			
	E-File Step 1: Upload Your File			
	Exit			
	Welcome, State.			
	The Four Basic Steps to E-Filing: Upload – Submit your list to the E-Filing automated system. Identify Columns - Matching the column headings in your list to those in a standard list provided by the system. Identify Format/Codes - Matching the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP. Verify that this matching of codes has been done accurately by reviewing a summary of the data you have matched. 			
	Before uploading a copy of your Excel student data file, please provide us with the following information: Why we need this.			
	Date list is accurate as of: (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. Click on the "Browse" button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (*.*)". Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below. Click on the Upload button and proceed. 			
	Select the file name from your computer 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 MVNAEP site and return to E-Elling, You will be sent directly to the last screen you were working on, allowing you to complete the E-Elling procedure.			
I				

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.

Column Heading Is	Your Column Contains Clear			
GRADE	Your Column Contains			
MOB	Your Column Contains			
YOB	Your Column Contains			
SEX	Your Column Contains			
SD	State Unique Student ID Student Name: First			
ELL	Student Name: Middle Student Name: Last			
ETHNICITY	Grade Homeroom or Other Locator			
RACE	Birth Date: Month of Birth			
SCHOOLLUNCH	Sex			
First Name	Student with a Disability English Language Learner			
Last Name	Ethnicity (Hispanic or not Hispanic) Race			
When you have identified all of the columns on your list, click the "Next" buscreens will be determined by the order of the columns in your Excel file.	School Lunch Zip Code N/A	to NAEP Codes. The following		
Exit Back Next				

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.

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 Selected value in the "Sex" column, click on the view icon 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			ge 13	
# View	Your Values	NAEP Codes	Number	Percentage	
1. 强	1	Select Code	46	47.4%	
2. 强	2	N/A Male	51	52.6%	
When you have identified all of the codes on your list, click the "Next" butter Female					
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.
E-File Data Checks

Age-ineligible students were removed from the file you submitted. The warnings below apply to age-eligible students only.

The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school.

Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:

- Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again.
- If the data from your file are correct as is, continue with the data checks process.

Enrollment and Date of Birth
The number of students on the file you submitted differs from our frame data by more than 100%.
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
Race
• Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic
categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from the frame by more than 10%
Black or African American, not Hispanic, E-File= 19.6%, Frame= 8.8%
Hispanic, of any race, E-File= 24.7%, Frame= 39.0%
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If you would like to change how you matched your race/ethnicity codes to NAEP values, click here to return to the linking page.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and unload the file again
n unere is an error in your data me, chek start over, correct uns mormation in your Externie, and upload the me again.
(Start Over) Continue Exit

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.

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.

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

Percentag 13 76 8 46 51 13 82 2 41 19 24	e 13.4% 78.35% 8.25% 47.42% 52.58% 13.4% 84.54% 2.06% 42.27%
13 76 8 46 51 13 82 2 2	13.4% 78.35% 8.25% 47.42% 52.58% 13.4% 84.54% 2.06% 42.27%
13 76 8 46 51 13 82 2 2 41 19 24	13.4% 78.35% 8.25% 47.42% 52.58% 13.4% 84.54% 2.06% 42.27%
76 8 46 51 13 82 2 2 41 19 24	78.35% 8.25% 47.42% 52.58% 13.4% 84.54% 2.06% 42.27%
8 46 51 13 82 2 41 19 24	8.25% 47.42% 52.58% 13.4% 84.54% 2.06% 42.27%
46 51 13 82 2 2 41 19 24	47.42% 52.58% 13.4% 84.54% 2.06% 42.27%
46 51 13 82 2 2 41 19 24	47.42% 52.58% 13.4% 84.54% 2.06% 42.27%
51 13 82 2 41 19 24	52.58% 13.4% 84.54% 2.06% 42.27%
13 82 2 41 19 24	13.4% 84.54% 2.06% 42.27%
13 82 2 41 19 24	13.4% 84.54% 2.06% 42.27%
82 2 41 19 24	84.54% 2.06% 42.27%
2 41 19 24	2.06% 42.27%
41 19 24	42.27%
41 19 24	42.27%
19 24	
24	19.59%
	24.74%
8	8.25%
5	5.15%
5	5.15%
90	92.78%
2	2.06%
35	36.08%
40	41.24%
4	4.12%
18	18.56%
97	
	5 90 2 35 40 4 18 97 data are Current (based on 2019

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

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**.

<u>Step 1 – The E-Filing Template</u>

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.



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.)

Excel Header/		
Field Name	NAEP Values	Comments
State unique	N/A	If available; do not use
Student ID		the student's Social
		Security number
Student First	N/A	Text; must be in its own
Name		column
Student Middle	N/A	Text; Middle Name is
Name		optional, but the column
		must be included in the
		Excel file
Student Last	N/A	Text; must be in its own
Name		column
Grade in School	Any	Use current year data
Homeroom or	N/A	If available; locator
other 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)	Numeric format; must be
		in its own column
	The expected ranges for Year of Birth are listed below:	
	2006	
Sex	School-defined codes	Codes (numeric or text)
		for Male/Female
Ethnicity	School-defined codes for:	Use ONE code per
(Hispanic or not)	• <i>Yes, Hispanic</i> : A person of Mexican, Puerto Rican, Cuban, Central	student, text or numeric
	or South American, or other Spanish (but not Portuguese) culture of	
	origin, regardless of race	
	• No, Not Hispanic	
	• <i>Information unavailable at this time</i> : 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 notity your NAEP representative of the need to collect the	
	data at a later date.	

Your Excel file must contain the following data:

¹⁵ In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9month 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:	Use ONE code per
Race Students with Disabilities (SD)	 NAEP Values 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. 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 "No, not SD." Information unavailable at this time: If you currently do not have this information for one or more students as "No, not SD." Information unavailable at this time: If you currently do not have both an IEP and a 504 Plan, code these students as "No, not SD." 	Comments Use ONE code per student, text or numeric Use ONE code per Use ONE code per student, text or numeric
	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.	
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.

<u>Step 3 – E-File</u>

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.

	MyNAEP For Schools	District: RIVER GROVE SD 85-5 (TX)			
	Welcome	Help Contact Us My Account Logout Return to jcoleman O Age 13 Assessment: 11/6/2019			
OF EDUCATIONAL PROGRESS	CENTER SCHOOL				
🛉 Home	Submit Student I	ist			
Provide School Information	For each school, NAEP collects a list	of all students in the selected age group in order to draw a random sample of students to participate in the			
Submit Student List	assessment. You will receive an ema	il after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment.			
Prepare for Assessment	The E-Filing system opens Monday,	August 19th.			
Support Assessment Activities	Please have all data submitted by Friday, September 20th. t Activities				
Wrap Up	 E-Filing Instructions E-Filing Excel Template 				
	Should you need assistance with E-F	iling, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video is available here.			
	How Do I Submit My Schoo	ol's List of Students?			
	E-File (See E-File Instructional Documer	ts)			
	Start E-Filing Age 13				

• You will see a checklist on the next screen; please review it carefully to be sure your file is set up 1. dy to be submitted Th soloct "C

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 TWO columns per student: Ethnicity (Hispanic or not)
Race
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

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.

Submit Student List				
E-File Step 2: Identify Your Column Contents We need to know what information is in each column of your student data file. Click on the down arrow next to the words in the table that read "Column Contains". If there is no appropriate description in the drop-down list, please select N/A. It is important for us to have as much information about each student as possible. However, the essential information that must be reflected in the columns on the student list is: grade, student first name, student last name, month of birth, year of birth, sex, student with a disability (SD) indicator, and English Language Learner (ELL) indicator. If you are E-Filing for a year-round multi-track school, include a column for on-break indicator.				
selections for column content descriptions, click the 'Clear' button. Clicking the "Clear" button will delete all of the selections you have made in each of the rows entitled "Columns Contains".				
Click here to see a worksheet view of your student data. If you find you have errors in your data, you will need to exit this program, correct the problem in your Excel file, and upload the file again.				
Column Heading Is	Your Column Contains Clear			
GRADE	Your Column Contains]		
MOB	Your Column Contains]		
YOB	Your Column Contains]		
SEX	Your Column Contains]		
<u>SD</u>	Your Column Contains			
ELL	State Unique Student ID Student Name: First			
RACE	Student Name: Middle Student Name: Last			
Ethnicity	Grade Homeroom or Other Locator			
FirstName	Birth Date: Month of Birth			
Last Name	Sex			
When you have identified all of the columns on your list, click the "Next" button to p determined by the order of the columns in your Excel file.	Student with a Disability English Language Learner Ethnicity (Hispanic or not Hispanic) Race	Codes. The following screens will be		

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.

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 solution the worksheet containing all of your student data, <u>click here</u>.

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
L. 强	1	Select Code	46	47.4%
2. 😫	2	N/A Male	51	52.6%
Vhen you have id	entified all of the codes on your list, click	the "Next" butter Female		

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.

E-File Data Checks

Age-ineligible students were removed from the file you submitted. The warnings below apply to age-eligible students
The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school.
Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:
• Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again.
• If the data from your file are correct as is, continue with the data checks process.
Enrollment and Date of Birth The number of students on the file you submitted differs from our frame data by more than 100%
- The number of statements of the fire you submitted differentiation out number data by more than 10070.
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
Page 1
Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from the frame by more than 10%.
Black or African American, not Hispanic, E-File= 19.6%, Frame= 8.8% Hispanic, of any race, E-File= 24.7%, Frame= 39.0%
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If you would like to change how you matched your race/ethnicity codes to NAEP values, click here to return to the linking page.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
(Start Over) Continue Exit

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.

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

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**.

<u>Step 1 – The E-Filing Template</u>

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.



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.)

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

Your Excel file must contain the following data:

¹⁶ In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9month 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	• <i>Yes, Black:</i> A person having origins in any of the Black	Indicate all
African	peoples of Africa	Race/Ethnicity
American	No, not Black	categories that apply for
	• <i>Information unavailable at this time</i> : If you currently do	each student, text or
	not have this information for one or more students, blank	numeric
	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.	
Race: Asian	• <i>Yes, Asian</i> : A person having origins in any of the original	Indicate all
	peoples of the Far East, Southeast Asia, the Indian	Race/Ethnicity
	Subcontinent, including, for example, Cambodia, China,	categories that
	Japan, India, Korea, Malaysia, Pakistan, the Philippine	apply for each
	Islands, Thailand, and Vietnam	student, text or
	• No, not Asian	numeric
	• 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.	
Race:	• Yes, American Indian or Alaska Native: A person having	Indicate all
American Indian an	Origins in any of the original peoples of North and South	Race/Ethnicity
Indian or	America (including Central America), and who maintains	categories that
AldSKd NdLIVE	No. not American Indian or Alacka Nativo	apply for each
	 No, not American Indian or Alaska Native Information unguailable at this time. If you currently do 	student, text of
	• Information unavailable at this time. If you currently do not have this information for one or more students, blank	numeric
	colls or an indicator such as " N/A " (Not Available) in the	
	cell(s) can be mapped to this code to notify your NAFP	
	representative of the need to collect the data at a later date	
Race: Native	 Ves Native Hawaiian or Pacific Islander: A person 	Indicate all
Hawaiian or	having origins in any of the original people of Hawaii	Bace/Ethnicity
Pacific	Guam Samoa or other Pacific Islands	categories that
Islander	 No. not Native Hawaiian or Pacific Islander 	apply for each
	• Information unavailable at this time : If you currently do	student, text or
	not have this information for one or more students. blank	numeric
	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.	

Excel Header/			
Field Name	NAEP	Values	Comments
Field Name National School Lunch Program (NSLP)	 NAEP School defined codes for: Student not eligible to partia for free or reduced-price lun Free lunch: Student is eligil participating in Provisions 2 all students as "free lunch." Reduced price lunch: Studen lunch School not participating: So NSLP. When used, this code students. Information unavailable at not have this information for cells or an indicator such as cell(s) can be mapped to this representative of the need to SPECIAL INSTRUCTIONS For school participates in the Comm (CEP), note that for NAEP, on economically disadvantaged state eligible for free or reduced-price In CEP schools in our state, eco students are those who are direct participation in assistance program (Second Comments) 	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. PECIAL INSTRUCTIONS FOR CEP SCHOOLS: If your hool participates in the Community Eligibility Provision CEP), note that for NAEP, only students who are conomically disadvantaged students can be classified as igible for free or reduced-price lunch. CEP schools in our state, economically disadvantaged udents are those who are directly certified through urticipation in assistance programs such as the Supplemental	
	Please code your students as fol		
	Is the student economically disadvantaged? 1. Yes	How should student be coded on NAEP? 1. Eligible for free	
	2 No	or reduced price lunch	
	2. NO	2. Student not eligible	
	3. Information missing	unavailable	

¹⁷ 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	NAF	P Values	Comments
	CEP Direct Certification Plus		
	In CEP schools in our state, e students are identified in two participation in assistance pro Nutrition Assistance Program Assistance for Needy Familie household income survey. Please code your students as	1	
	Is the student economically disadvantaged? 1. Yes	How should student be coded on NAEP?	
	2. No 3. Information	2. Student not eligible 3. Information	
	missing unavailable		
	CI In our state, all students in CI		
	economically disadvantaged. Please code your students as		
	Is the student economically disadvantaged?	How should student be coded on NAEP?	
	1. Yes	1. Eligible for free lunch	
Students with Disabilities (SD)	 School-defined codes for: <i>Yes, IEP</i>: 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." <i>No, not SD</i>: Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." <i>Information unavailable at this time</i>: 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 		Use ONE code per student, text or numeric

Excel Header/ Field Name	NAED 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.

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.

	MyNAEP For Schools	District: RIVER GROVE SD 85-5 (TX)
NAEP NATIONAL ASSESSMENT OF EDUCATIONAL PROCRESS	Welcome Texas State-Coordinator <u>CENTER SCHOOL</u>	Help Contact Us My Account Logout Return to jcoleman
Home Provide School Information Submit Student List Prepare for Assessment Support Assessment Activities Wrap Up	Submit Student L For each school, NAEP collects a list assessment. You will receive an ema The E-Filing system opens Monday, Please have all data submitted by Fr • E-Filing Instructions • E-Filing Excel Template Should you need assistance with E-F	LIST of all students in the selected age group in order to draw a random sample of students to participate in the il after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment. August 19th. iday, September 20th. illing, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video <u>is available here</u> .
	How Do I Submit My Scho E-File (See E-File Instructional Document Start E-Filing Age 13	ol's List of Students?

• 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; 	1
• Ensure that your student data file contains one column for each of the variables detailed in the NAEP 2020 Instructions for Preparing an Electronic Fi Students.	le of
• 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 talented 	and
 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 assessme date. (Please see your MyNAEP home page for assessment date). 	ent
 If you are submitting an E-File for a non year-round school: do not provide values for this variable 	
Student Zip Code - include the student zip code, if available	
* If the data for this variable are not available at the time of e-Filing, you must still include the empty column in the template.	
Print Continue Exit	

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

Submit Student List				
E-File Step 1: Upload Your File				
Exit				
Welcome, State.				
 The Four Basic Steps to E-Filing: Upload - Submit your list to the E-Filing automated system. Identify Columns - Matching the column headings in your list to those in a standard list provided by the system. Identify Format/Codes - Matching the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP. Verify that this matching of codes has been done accurately by reviewing a summary of the data you have matched. 				
Before uploading a copy of your Excel student data file, please provide us with the following information: <u>Why we need this.</u>				
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. Click on the "Browse" button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (*.*)". Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below. Click on the Upload button and proceed. 				
Select the file name from your computer				
Uploading of your data file could take a few minutes. Please be patient. If you lose your Internet connection after uploading your file, you can log back on to the MyNAEP site and return to E-Filing. You will be sent directly to the last screen you were working on, allowing you to complete the E-Filing procedure.				

Step 4 – Map Your Columns and Rows to NAEP Values

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

Submit Student List

E-File Step 2: Identify Your Column Contents

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

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

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

Column Heading Is	Your Column Contains Clear
GRADE	Your Column Contains
MOB	Your Column Contains
YOB	Your Column Contains
SEX	Your Column Contains
SD	State Unique Student ID Student Name: First
ELL	Student Name: Middle Student Name: Last
HISP	Grade Homeroom or Other Locator
WH	Birth Date: Month of Birth
BL	Sex
AS	Student with a Disability English Language Learner
AI	Hispanic, of any race
<u>bī</u>	Black or African American
SCHOOLLUNCH	Native Hawaiian or Pacific Islander
First Name	American Indian or Alaska Native School Lunch
Last Name	Zip Code N/A
When you have identified all of the columns on your list, click the "Next" button to	proceed and match your values to NAEP Codes. The following screens will be

determined by the order of the columns in your Excel file.

Exit Back Next

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 Selected. To view the worksheet containing all of your student data, <u>click here</u>.

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.

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			\ge 13
# View	Your Values	NAEP Codes	Number	Percentage
1. 🤮	1	Select Code	46	47.4%
2. 😫	2	N/A Male	51	52.6%
When you have identified all of the codes on your list, click the "Next" button button of 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.

E-File Data Checks

Age-ineligible students were removed from the file you submitted. The warnings below apply to age-eligible students only.

The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school.

Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:

- Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again.
- If the data from your file are correct as is, continue with the data checks process.

Enrollment and Date of Birth
The number of students on the file you submitted differs from our frame data by more than 100%.
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
Race
 Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from the frame by more than 10%.
Black or African American, not Hispanic, E-File= 19.6%, Frame= 8.8% Hispanic, of any race, E-File= 24.7%, Frame= 39.0%
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If you would like to change how you matched your race/ethnicity codes to NAEP values, click here to return to the linking page.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
Start Over Continue Exit

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.

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.

Students who are not Hispanic and identify with more than one race category are classified as **Two or more races**, **not Hispanic**.
 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 knowl Complete (includes all enrolled students), and Ac Information is INCORRECT. 	edge and understanding, the data are Current (b curate.	ased on 2019 - 2020 enrollment),
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

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**.

<u>Step 1 – The E-Filing Template</u>

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.



<u>Step 2 – Compile Data for the Template</u>

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.)

Excel Header/		
Field Name	NAEP Values	Comments
State unique	N/A	If available; do not use the
Student ID		student's Social Security
		number
Student First	N/A	Text; must be in its own
Name		column
Student Middle	N/A	Text; Middle Name is
Name		optional, but the column
		must be included in the
-		Excel file
Student Last	N/A	Text; must be in its own
Name		column
Grade in School	Any	Use current year data
Homeroom or	N/A	If available; locator
other 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)	Numeric format; must be
		in its own column
	The expected ranges for Year of Birth are listed below:	
-	2006	
Sex	School-defined codes	Codes (numeric or text) for
		Male/Female
Ethnicity	School-defined codes for:	Indicate all Race/Ethnicity
(Hispanic or not)	• Yes, Hispanic: A person of Mexican, Puerto Rican, Cuban, Central	categories that apply for
	or South American, or other Spanish (but not Portuguese) culture of	each student, text or
	origin, regardless of race	numeric
	• No, Not Hispanic	
	• Information unavailable at this time: If you currently do not have	
	uns information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(c) can be	
	muncator such as IV/A (INULAVAIIADIE) In the Cell(S) call be	
	to collect the data at a later date	
Pace: White	Vec. White: A percen baying origins in any of the original peoples	Indicate all Dace/Ethnicity
Race: WIIILE	• Tes, while . A person having origins in any of the original peoples of Europe. North Africa, or the Middle East	categories that apply for
	No. not White	are student text or
	 Intermation unavailable at this time: If you currently do not have 	numoric
	this information for one or more students, blank cells or an	
	indicator such as "N/A" (Not Available) in the coll(c) can be	
	manual to this code to notify your NAFD representative of the pool	
	to collect the data at a later date	

Your Excel file must contain the following data:

¹⁸ In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9month 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 Race: Asian	 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. Yes, Asian: A person having origins in any of the original peoples 	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
	 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 <i>No, not Asian</i> <i>Information unavailable at this time:</i> 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. 	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: <i>Yes, IEP:</i> 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." <i>No, not SD:</i> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." <i>Information unavailable at this time:</i> 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.

<u>Step 3 – E-File</u>

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.

	MyNAEP For Schools	District: RIVER GROVE SD 85-5 (TX)
NAEP NATIONAL ASSISSIMIN OF EDICATIONAL PROGRESS	Welcome Texas State-Coordinator <u>CENTER SCHOOL</u>	Help Contact Us My Account Logout Return to jcoleman O Age 13 Assessment: 11/6/2019
 Home Provide School Information Submit Student List Prepare for Assessment Support Assessment Activities Wrap Up 	Submit Student List For each school, NAEP collects a list of all students in the selected age group in order to draw a random sample of students to participate in the assessment. You will receive an email after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment. The E-Filing system opens Monday, August 19th. Please have all data submitted by Friday, September 20th. • E-Filing Instructions • E-Filing Excel Template Should you need assistance with E-Filing, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video is available here.	
	How Do I Submit My Schoo E-File (See E-File Instructional Document Start E-Filing Age 13	bl's List of Students?

• 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 Hawalian or Pacific Islander
 On-break indicator If you are submitting an E-File for a <i>year-round school</i>: 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 vear-round school' do not provide values for this variable.
Children Zin Carlo, including the children for a provide real provide values for and valuate
 Student zij Code - Include die student zij 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.
 Upload - Submit your list to the E-Filing automated system. Upload - Submit your list to the E-Filing automated system. Identify Columns - Matching the column headings in your list to those in a standard list provided by the system. Identify Format/Codes - Matching the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP. Verify that this matching of codes has been done accurately by reviewing a summary of the data you have matched.
Before uploading a copy of your Excel student data file, please provide us with the following information: Why we need this.
Date list is accurate as of: (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
 Do upload your student data file, you will need to locate the file on your computer. Click on the "Browse" button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (*.*)". Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below. Click on the Upload button and proceed.
Select the file name from your computer
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

E-File Step 2: Identify Your Column Contents

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

Submit Student List

We need to know what information is in each column of your student data file. Click on the down arrow next to the words in the table that read "Column Contains ...". If there is no appropriate description in the drop-down list, please select N/A. It is important for us to have as much information about each student as possible. However, the essential information that must be reflected in the columns on the student list is: grade, student first name, student last name, month of birth, year of birth, sex, student with a disability (SD) indicator, and English Language Learner (ELL) indicator. If you are E-Filing for a year-round multi-track school, include a column for on-break indicator. Note: Click on the links below in the "Column Heading Is" to view the student data contained in that column. If you wish to correct or change your selections for column content descriptions, click the 'Clear' button. Clicking the "Clear" button will delete all of the selections you have made in each of the rows entitled "Columns Contains". Click here to see a worksheet view of your student data. If you find you have errors in your data, you will need to exit this program, correct the problem in your Excel file, and upload the file again. Column Heading Is Your Column Contains Clear GRADE Your Column Contains... \checkmark \checkmark MOB Your Column Contains... \checkmark YOB Your Column Contains... SEX Your Column Contains... \checkmark SD State Unique Student ID Student Name: First Student Name: Middle ELL Ethnicity Student Name: Last Grade black Homeroom or Other Locator Birth Date: Month of Birth Birth Date: Year of Birth white Asian 5ex Student with a Disability AI English Language Learner Hispanic, of any race White ΡI Black or African American FirstName Asian Native Hawaiian or Pacific Islander Last Name American Indian or Alaska Native Codes The following of - identified all of the actions as It is a line with a

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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, <u>click here</u> .				
	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					
	31.00% 48.34%				
	10	ur File Contains 2 Value(s)			
			A	ge 13	
	# View Your Values	NAEP Codes	Number	Percentage	
	1. 💁 1	Select Code	46	47.4%	
	2. 😫 2	Male	51	52.6%	
	When you have identified all of the codes on your list, click the	e "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.

E-File Data Checks

Age-ineligible students were removed from the file you submitted. The warnings below apply to age-eligible students only.

The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school.

Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:

- Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again.
- If the data from your file are correct as is, continue with the data checks process.

Enrollment and Date of Birth

• The number of students on the file you submitted differs from our frame data by more than 100%.

Are your data correct? If you are satisfied with the information in your data file, click Continue.

If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.

Race



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.

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	
O 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 Accurat	е.	
Information is INCORRECT .		
Duit De		
Exit		

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

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**.

<u>Step 1 – The E-Filing Template</u>

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.



<u>Step 2 – Compile Data for the Template</u>

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.)

Excel Header/ Field Name	NAEP Values	Comments
State unique	N/A	If available; do not use
Student ID		the student's Social
		Security number
Student First	N/A	Text; must be in its own
Name		column
Student Middle	N/A	Text; Middle Name is
Name		optional, but the column
		must be included in the
		Excel file
Student Last	N/A	Text; must be in its own
Name		column
Grade in School	Any	Use current year data
Homeroom or	N/A	If available; locator
other 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)	Numeric format; must be
		in its own column
	The expected ranges for Year of Birth are listed below:	
	2002–2003	
Sex	School-defined codes	Codes (numeric or text)
		for Male/Female

Your Excel file must contain the following data:

¹⁹ In year-round schools, students attend classes throughout the 12 calendar months, unlike traditional schools that follow the 9month 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/	NAEP Values Comments		
Bace/Ethnicity -	School defined codes for:	Lise ONE code per	
Race/Ethnicity - one column	 School-defined codes for: <i>Hispanic, of any race</i>: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race <i>White, not Hispanic</i>: A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East <i>Black or African American, not Hispanic</i>: A person having origins in any of the original peoples of the Black peoples of Africa <i>Asian, not Hispanic</i>: 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 <i>American Indian or Alaska Native, not Hispanic</i>: 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 <i>Native Hawaiian or Pacific Islander, not Hispanic</i>: A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands <i>Two or More Races, not Hispanic</i>: A person who identifies with two or more of the non-Hispanic categories above <i>School does not collect this information</i>: Available to nonpublic schools only. When used, this code must be applied to all students. <i>Information unavailable at this time</i>: 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.

Excel Header/ Field Name	NAI	FP Values	Comments
		Direct Only	Comments
	In CEP schools in our state, econo those who are directly certified th programs such as the Supplement (SNAP) and the Temporary Assis Please code your students as follo	omically disadvantaged students a rough participation in assistance al Nutrition Assistance Program stance for Needy Families (TANF	are F).
	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 C	Certification Plus	
	In CEP schools in our state, econo identified in two ways: a) directly assistance programs such as the S Program (SNAP) and the Tempor (TANF); b) through a household in	omically disadvantaged students a certified through participation ir upplemental Nutrition Assistance ary Assistance for Needy Familie income survey.	are n e es
	Please code your students as follo	ows:	
	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	

Excel Header/ Field Name	NAEP Values	Comments
		Comments
	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. Yes1. Eligible for free lunch	
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: 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.

<u>Step 3 – E-File</u> 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.

	MyNAEP For Schools	District: MENDON COMMUNITY SCHOOL DISTRICT (TX)
NÁCEP NATIONAL ASSESSMENT OF EDICATIONAL PROGRESS	Welcome Texas State-Coordinator BROWNWOOD H S	Help Contact Us My Account Logout Return to jcoleman
 Home Provide School Information Submit Student List Prepare for Assessment Support Assessment Activities Wrap Up 	Submit Student L For each school, NAEP collects a list assessment. You will receive an ema The E-Filing system opens Thursday Please have all data submitted by Fr • E-Filing Instructions • E-Filing Excel Template Should you need assistance with E-F	IST of all students in the selected age group in order to draw a random sample of students to participate in the il after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment. , January 2nd. iday, January 31st. lling, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video <u>is available here</u> .
	How Do I Submit My Schoo E-File (See E-File Instructional Document Start E-Filing Age 17	ol's List of Students?

• 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."

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 ONE column per student National School Lunch Program eligibility indicator On-break indicator . If you are submitting an E-File for a year-round school: this indicator identifies students who will be on-break/on vacation on your school's assessment date. (Please see your MyNAEP home page for assessment date). • If you are submitting an E-File for a non year-round school: do not provide values for this variable Student Zip Code - include the student zip code, if available * If the data for this variable are not available at the time of e-Filing, you must still include the empty column in the template.

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.

E-File Step 2: Identify Your Column Contents We need to know what information is in each column of your student data If there is no appropriate description in the drop-down list, please select N However, the essential information that must be reflected in the columns of birth, sex, student with a disability (SD) indicator, and English Language L column for on-break indicator. Note: Click on the links below in the "Column Heading Is" to view to selections for column content descriptions, click the 'Clear' button. of the rows entitled "Columns Contains".	file. Click on the down arrow next to the words in the table that read "Column Contains". /A. It is important for us to have as much information about each student as possible. on the student list is: grade, student first name, student last name, month of birth, year of .earner (ELL) indicator. If you are E-Filing for a year-round multi-track school, include a the student data contained in that column. If you wish to correct or change your . Clicking the "Clear" button will delete all of the selections you have made in each
Click here to see a worksheet view of your student data. If you find you have file, and upload the file again.	ave errors in your data, you will need to exit this program, correct the problem in your Excel
Column Heading Is	Your Column Contains Clear
GRADE	Your Column Contains 🗸
мов	Your Column Contains
YOB	Your Column Contains
SEX SD ELL ETHNICITY RACE SCHOOLLUNCH First Name Last Name When you have identified all of the columns on your list, click the "Next" by determined by the order of the columns in your Excel file.	Your Column Contains State Unique Student ID Student Name: First Student Name: First Student Name: Last Grade Homeroom or Other Locator Birth Date: Month of Birth Birth Date: Year of Birth Student with a Disability English Language Learner Ethnicity (Hispanic or not Hispanic) Race Vutton to r School Lunch Zip Code N/A

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.

	-1: Match four values to	NAEP COUES		
For each of your va	alues below, click on the down arrow ne	ext to "Select Code" and click on the NAEP cod	le that best matches you	ır 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 a your student data, <u>click here</u> .				
If there is an erro file, and upload t	or in your data file, click "Back" un he file again.	til you get to the Upload page. Then click	"Exit", correct the pro	oblem in your E
		Sex		
Statistics. It is a co confirm your codes	omprehensive, annual, national statistic and percentages and continue if all ar	cal database of information concerning all public correct.	lic elementary and secon	ndary schools. Ple
	Age 17 expected	d CCD Percentages: Source 2017- 2018 Schoo	l Year	
	Age 17 expected Male	CCD Percentages: Source 2017- 2018 Schoo	l Year Female	
	Age 17 expected Male 51.27%	l CCD Percentages: Source 2017- 2018 Schoo	l Year Female 48.73%	-
-	Age 17 expected Male 51.27%	d CCD Percentages: Source 2017- 2018 Schoo Your File Contains 2 Value(s)	ll Year Female 48.73%	
-	Age 17 expected Male 51.27%	l CCD Percentages: Source 2017- 2018 Schoo Your File Contains 2 Value(s)	I Year Female 48.73% A	ge 17
# View	Age 17 expected Male 51.27% Your Values	d CCD Percentages: Source 2017- 2018 Schoo Your File Contains 2 Value(s) NAEP Codes	I Year Female 48.73% A Number	ge 17 Percentage
# View 1. 3	Age 17 expected Male 51.27% Your Values 1	d CCD Percentages: Source 2017- 2018 Schoo Your File Contains 2 Value(s) NAEP Codes Select Code 🗸	I Year Female 48.73% A Number 125	ge 17 Percentage 51.4%

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.

Submit Student List

E-File Data Checks

Age-ineligible students were removed from the file you submitted. The warnings below apply to age-eligible students only.

The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school.

Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:

- Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again.
- If the data from your file are correct as is, continue with the data checks process.

Enrollment and Date of Birth

• The number of students on the file you submitted differs from our frame data by more than 100%.

Are your data correct? If you are satisfied with the information in your data file, click Continue.

If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.

Race

• Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from the frame by more than 10%.

White, not Hispanic, E-File= 41.6%, Frame= 62.6%

Are your data correct? If you are satisfied with the information in your data file, click Continue.

If you would like to change how you matched your race/ethnicity codes to NAEP values, click here to return to the linking page.

If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.



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.

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

	Age 17 Students	Percentage
rade	Number	Percentage
Grade 11	194	79.84%
Grade 12	49	20.16%
ex		20.1070
Male	125	51 44%
Female	118	48.56%
cudent with a Disability		
Yes. IEP	24	9.88%
No. not SD	216	88.89%
Information unavailable at this time	3	1.23%
AEP 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%
AEP English Language Learner		
Yes, ELL	9	3.7%
No, not ELL	226	93%
No, Formerly ELL	8	3.29%
chool 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%
	243	

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

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.

<u>Step 1 – The E-Filing Template</u>

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.



<u>Step 2 – Compile Data for the Template</u>

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.)

Excel Header/ Field Name	NAEP Values	Comments
State unique	N/A	If available; do not use the
Student ID		student's Social Security
<u> </u>		number
Student First	N/A	Text; must be in its own
Name		column
Student Middle	N/A	Text; Middle Name is
Name		optional, but the column
		must be included in the
		Excel file
Student Last	N/A	Text; must be in its own
Name		column
Grade in School	Any	Use current year data
Homeroom or	N/A	If available; locator
other 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)	Numeric format; must be
		in its own column
	The expected ranges for Year of Birth are listed below:	
	2002–2003	
Sex	School-defined codes	Codes (numeric or text) for
		Male/Female

Your Excel file must contain the following data:

²¹ In year-round schools, students attend classes throughout the 12 calendar months, unlike traditional schools that follow the 9month 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 -	School-defined codes for:	Use ONE code per student	
Field Name Race/Ethnicity - one column	 NAEP Values 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 a to later date. 	Comments 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.

<u>Step 3 – E-File</u>

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.

	MyNAEP For Schools	District: MENDON COMMUNITY SCHOOL DISTRICT (TX)
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS	Welcome Texas State-Coordinator BROWNWOOD H S	Help Contact Us My Account Logout Return to jcoleman Age 17 Assessment: 3/18/2020
🛉 Home	Submit Student I	ist
Provide School Information	For each school, NAEP collects a list	
Submit Student List	assessment. You will receive an email after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment.	
Prepare for Assessment	The E-Filing system opens Thursday, January 2nd.	
Support Assessment Activities	Please have all data submitted by Friday, January 31st.	
• Wrap Up	E-Filing Excel Template	
	Should you need assistance with E-F	ling, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video is available here.
	How Do I Submit My Schoo	ol's List of Students?
	E-File (See E-File Instructional Documer Start E-Filing Age 17	

• 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."

S	ubmit Student List
A	re You Ready to E-File?
Co	mplete 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 ONE column per student 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	
	1
Exit	
Welcome, State.	
 The Four Basic Steps to E-Filing: Upload – Submit your list to the E-Filing automated system. Identify Columns - Matching the column headings in your list to those in a standard list provided by the system. Identify Format/Codes - Matching the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP. Verify that this matching of codes has been done accurately by reviewing a summary of the data you have matched. 	-
Before uploading a copy of your Excel student data file, please provide us with the following information: Why we need this.	
Date list is accurate as of: (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. Click on the "Browse" button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (*.*)". Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below. Click on the Upload button and proceed. 	1
Select the file name from your computer File Name: Browse Upload Upload	
MyNAEP site and return to E-Filing. You will be sent directly to the last screen you were working on, allowing you to complete the E-Filing procedure.	

Step 4 – Map Your Columns and Rows to NAEP Values

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

Submit Student List

E-File Step 2: Identify Your Column Contents

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

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

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

Column Heading Is	Your Column Contains Clear	
GRADE	Your Column Contains	
MOB	Your Column Contains	
YOB	Your Column Contains 🔽	
SEX	Your Column Contains	
SD	Your Column Contains	
ELL	State Unique Student ID Student Name: First	
RACE	Student Name: Middle Student Name: Last	
FirstName	Grade Homeroom or Other Locator	
Last Name	Birth Date: Month of Birth	
When you have identified all of the columns on your list, click the "Next" bu screens will be determined by the order of the columns in your Excel file.	Birth Date: Year of Birth Sex Student with a Disability English Language Learner Race/Ethnicity	values to NAEP Codes. The following

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, <u>click here</u>.

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.

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)				
			A	ge 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 ide	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.

E-File Data Checks

Age-ineligible students were removed from the file you submitted. The warnings below apply to age-eligible students only.

The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school.

Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:

- Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again.
- If the data from your file are correct as is, continue with the data checks process.

Enrollment and Date of Birth

• The number of students on the file you submitted differs from our frame data by more than 100%.

Are your data correct? If you are satisfied with the information in your data file, click Continue.

If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.

Race

• Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from the frame by more than 10%.

White, not Hispanic, E-File= 41.6%, Frame= 62.6%

Are your data correct? If you are satisfied with the information in your data file, click Continue.

If you would like to change how you matched your race/ethnicity codes to NAEP values, click here to return to the linking page.

If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.



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.

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.

Students who are not Hispanic and identify with more than one race category are classified as **Two or more races, not Hispanic.** 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%			
VAEP English Language Learner					
Yes, ELL	9	3.7%			
No, not ELL	226	93%			
No, Formerly ELL	8.	3.29%			
Fotal Enrollment:	243				

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

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**.

<u>Step 1 – The E-Filing Template</u>

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	В	C	D	E	F	G	H	1 I I	J	K	L	M	N	0	P
State															
Unique							Year			English	Ethnicity				
Student		Student			Homeroom or	Month of	of		Student with a	Language	(Hispanic or		School	On-Break	Student
ID	Student First Name	Middle Name	Student Last Name	Grade	Other Locator	Birth	Birth	Sex	Disability	Learner	Non-Hispanic)	Race	Lunch	Indicator	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.)

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: <i>Yes, Hispanic</i>: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race <i>No, Not Hispanic</i> <i>Information unavailable at this time</i>: 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

Your Excel file must contain the following data:

²² In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9month 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.

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/	NA	ED Volues	Commente
Field Name		Er values Direct Only	Comments
	In CEP schools in our state, ecor those who are directly certified t programs such as the Supplemen (SNAP) and the Temporary Assi	nomically disadvantaged students are hrough participation in assistance tal Nutrition Assistance Program stance for Needy Families (TANF).	
	Please code your students as foll	ows:	
	Is the student economically disadvantaged? 1. Yes	How should student be coded on NAEP? 1. Eligible for free or reduced price	
	 No Information missing 	2. Student not eligible 3. Information unavailable	
	CEP Direct (Certification Plus	
	In CEP schools in our state, ecor identified in two ways: a) directl assistance programs such as the Program (SNAP) and the Tempo (TANF); b) through a household		
	Please code your students as foll	ows:	
	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	
	r	EP All	-
	In our state, all students in CEP s disadvantaged. Please code your students as foll	schools are considered economically	
	Is the student economically disadvantaged?	How should student be coded on NAEP?	
	I. res	I. Eligible for free lunch	

Excel Header/		
Field Name	NAEP Values	Comments
Students with	School-defined codes for:	Use ONE code per student,
Disabilities (SD)	• <i>Yes, IEP</i> : Student has a formal Individualized Education Program	text or numeric
	(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."	
	• <i>No, not SD</i> : Student does not have an IEP. If students have a 504	
	Plan without an IEP, code these students as "No, not SD."	
	• <i>Information unavailable at this time</i> : 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.	
English	School-defined codes for:	Use ONE code per student,
Language	• Yes, ELL	text or numeric
Learner (ELL)	No, Not ELL	
	• No, Formerly ELL: If a student has achieved full English	
	proficiency within the previous 2 years <u>and</u> the state includes	
	formerly ELL students in its accountability reports, the student	
	should be coded as "No, formerly ELL." Public schools, contact	
	your NAEP State Coordinator if you have any questions about	
	using this code.	
	• <i>Information unavailable at this time</i> : 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.	
On-Break	School-defined code	Only for year-round
Indicator		schools; column can
		be left off if school is
		not year-round
Student ZIP	Numeric only	If available; format
Code		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.

	MyNAEP For Schools	District: MENDON COMMUNITY SCHOOL DISTRICT (TX)
NAEP NITIONAL ASSESSMENT OF FOLCENDRAL PROCERUS	Welcome Texas State-Coordinator BROWNWOOD H S	Help Contact Us My Account Logout Return to jcoleman • Age 17 Assessment: 3/18/2020
 Home Provide School Information Submit Student List Prepare for Assessment Support Assessment Activities Wrap Up 	Submit Student L For each school, NAEP collects a list assessment. You will receive an emai The E-Filing system opens Thursday Please have all data submitted by Fri E-Filing Instructions E-Filing Excel Template Should you need assistance with E-Fi	ist of all students in the selected age group in order to draw a random sample of students to participate in the il after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment. , January 2nd. iday, January 31st. ling, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video <u>is available here</u> .
	How Do I Submit My Schoo E-File (See E-File Instructional Document Start E-Filing Age 17	ol's List of Students?

• 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 TWO columns per student:
Ethnicity (Hispanic or not)
Race
 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."



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.

SD

ELL

RACE SCHOOLLUNCH

ETHNICITY

First Name

Last Name

E-File Step 2: Identify Your Column Contents We need to know what information is in each column of your student data file. Click on the down arrow next to the words in the table that read "Column Contains ...". If there is no appropriate description in the drop-down list, please select N/A. It is important for us to have as much information about each student as possible. However, the essential information that must be reflected in the columns on the student list is: grade, student first name, student last name, month of birth, year of birth, sex, student with a disability (SD) indicator, and English Language Learner (ELL) indicator. If you are E-Filing for a year-round multi-track school, include a column for on-break indicator. Note: Click on the links below in the "Column Heading Is" to view the student data contained in that column. If you wish to correct or change your selections for column content descriptions, click the 'Clear' button. Clicking the "Clear" button will delete all of the selections you have made in each of the rows entitled "Columns Contains" <u>Click here to see a worksheet view of your student data.</u> If you find you have errors in your data, you will need to exit this program, correct the problem in your Excel file, and upload the file again. Your Column Contains Clear Column Heading Is GRADE Your Column Contains. \sim \checkmark MOB Your Column Contains.. ~ YOB Your Column Contains. SEX <mark>'our Column Contains...</mark> State Unique Student ID

Student Name: First Student Name: Middle

Student Name: Last

Homeroom or Other Locator Birth Date: Month of Birth Birth Date: Year of Birth

English Language Learner Ethnicity (Hispanic or not Hispanic)

Codes. The following screens will be

Student with a Disability

Next

Grade

iex

N/A

School Lunch Zip Code

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.

Back

Exit

Submit Student List

determined by the order of the columns in your Excel file

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

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

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 Selected value. 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 51.27% 48.73% Your File Contains 2 Value(s) Age 17 # View Your Values NAEP Codes Number Percentage 125 1. 强 1 51 4% Select Code... 🗸 2 Select Code... 🗸 118 48.6% 2. 强 When you have identified all of the codes on your list, click the "Next" button to proceed. 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.

Submit Student List

E-File Data Checks
 Age-ineligible students were removed from the file you submitted. The warnings below apply to age-eligible students only. The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school. Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following: Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again. If the data from your file are correct as is, continue with the data checks process.
Enrollment and Date of BirthThe number of students on the file you submitted differs from our frame data by more than 100%.
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
Race • Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from the frame by more than 10%. White, not Hispanic, E-File= 41.6%, Frame= 62.6%
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If you would like to change how you matched your race/ethnicity codes to NAEP values, click here to return to the linking page.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.

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."

Contin

Exit

Start Over

If your data are incorrect, you should select "Information is Incorrect" or select "Back" and then "Start Over" to submit a new 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 o	of race,	are class	ified as	Hispanic, o	of any r	ace.

	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%			
JAEP 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%			
IAEP 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%			
otal 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. 					

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

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**.

<u>Step 1 – The E-Filing Template</u>

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.



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.)

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: <i>Yes, Hispanic</i>: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race <i>No, Not Hispanic</i> <i>Information unavailable at this time:</i> 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

Your Excel file must contain the following data:

²⁴ In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9month 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	NAED Volues	Commente	
Race	School-defined codes for:	Use ONE code per student	
Kace	 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.

<u>Step 3 – E-File</u>

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.

	MyNAEP For Schools	District: MENDON COMMUNITY SCHOOL DISTRICT (TX)
NAEP NTTOWN ASSISSMENT OF IDICATIONAL PROGRESS	Welcome Texas State-Coordinator BROWNWOOD H S	Help Contact Us My Account Logout Return to jcoleman • Age 17 Assessment: 3/18/2020
Home Provide School Information Submit Student List Prepare for Assessment Support Assessment Activities Wrap Up	Submit Student L For each school, NAEP collects a list of assessment. You will receive an emai The E-Filing system opens Thursday Please have all data submitted by Pri e E-Filing Instructions e E-Filing Excel Template Should you need assistance with E-Fi	ist if all students in the selected age group in order to draw a random sample of students to participate in the lafter the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment. , January 2nd. day, January 31st. ling, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video <u>is available here</u> .
	How Do I Submit My Schoo E-File (See E-File Instructional Document Start E-Filing Age 17	l's List of Students?

• 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 TWO columns per student:
Ethnicity (Hispanic or not)
Race
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. Opload Tour 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						
included on your computer, note: you may need to change the rises of type to an miss $(-, -)$.						
 Disclored and button and proceed. Click on the Upload button and proceed. 						
Select the file name						
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.

Submit Student List

E-File Step 2: Identify Your Column Contents

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

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

<u>Click here to see a worksheet view of your student data.</u> If you find you have errors in your data, you will need to exit this program, correct the problem in your Excel file, and upload the file again.

Column Heading Is	Your Column Contains Clear	
GRADE	Your Column Contains]
MOB	Your Column Contains	
YOB	Your Column Contains	
SEX	Your Column Contains]
SD	Your Column Contains	
ELL	Student Name: First	
RACE	Student Name: Middle Student Name: Last	
Ethnicity	Grade Homeroom or Other Locator	
FirstName	Birth Date: Month of Birth	
Last Name	Sex	
When you have identified all of the columns on your list, click the "Next" button to determined by the order of the columns in your Excel file.	Student with a Disability English Language Learner Ethnicity (Hispanic or not Hispanic) Race	Codes. The following screens will be

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 Selected value the worksheet containing all of your student data, <u>click here</u>.

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.

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								

<u>Step 5 – Review Warnings and Verify Data</u>

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.

Submit Student List

E-File Data Checks

Age-ineligible students were removed from the file you submitted. The warnings below apply to age-eligible students only.

The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school.

Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:

- Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again.
- If the data from your file are correct as is, continue with the data checks process.

Enrollment and Date of BirthThe number of students on the file you submitted differs from our frame data by more than 100%.
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
 Race Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from the frame by more than 10%. White, not Hispanic, E-File= 41.6%, Frame= 62.6%
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If you would like to change how you matched your race/ethnicity codes to NAEP values, click here to return to the linking page.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.

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."

Start Over Continue Exit

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 an Complete (includes all enrolled students), and Accurate Information is INCORRECT. 	nd understanding, the data are Current (based on 2019 - 2020 enrollment),
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

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**.

<u>Step 1 – The E-Filing Template</u>

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.

А	В	С	D	E	F	G	н	1	J	к	L	М	N	0	Р	Q	R	s	т
					Homeroom				Student	English	Ethnicity		Black or		American	Native		On-	
Unique Student	Student First	Student Middle			or Other	Month of	Year of		with a	Language	(Hispanic or		African		Indian or AK	Hawaiian or	School	Break	Student
ID	Name	Name	Student Last Name	Grade	Locator	Birth	Birth	Sex	Disability	Learner	Non-Hispanic)	White	American	Asian	Native	Pac Islander	Lunch	Indicator	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.)

Excel Header/		
Field Name	NAEP Values	Comments
State unique	N/A	If available; do not use the
Student ID		student's Social Security
. . .		number
Student First	N/A	Text; must be in its own
Name		column
Student Middle	N/A	Text; Middle Name is
Name		optional, but the column
		Fycel file
Student Last	Ν/Δ	Toxt: must be in its own
Name		column
Grade in School	Δηγ	Liso current year data
Homeroom or		If available: locator
other Locator	11/11	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)	Numeric format; must be
		in its own column
	The expected ranges for Year of Birth are listed below:	
	2002–2003	
Sex	School-defined codes	Codes (numeric or text) for
		Male/Female
Ethnicity	School-defined codes for:	Indicate all Race/Ethnicity
(Hispanic or not)	• <i>Yes, Hispanic</i> : A person of Mexican, Puerto Rican, Cuban, Central	categories that apply for
	or South American, or other Spanish (but not Portuguese) culture of	each student, text or
	origin, regardless of race	numeric
	 No, Not Hispanic Information unguailable at this time: If you currently do not have 	
	this information for one or more students blank colls or an	
	indicator such as "N/A" (Not Available) in the cell(s) can be	
	manual to this code to notify your NAEP representative of the need	
	to collect the data at a later date.	
Race: White	• Yes, White : A person having origins in any of the original peoples	Indicate all Race/Ethnicity
	of Europe, North Africa, or the Middle East	categories that apply for
	No, not White	each student, text or
	• <i>Information unavailable at this time</i> : If you currently do not have	numeric
	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.	

Your Excel file must contain the following data:

²⁵ In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9month 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	• <i>Yes, Black</i> : A person having origins in any of the Black peoples of Africa	Indicate all Race/Ethnicity categories that apply for			
American	• No, not Black	each student, text or			
	• <i>Information unavailable at this time</i> : If you currently do not have	numeric			
	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.				
Race: Asian	• Yes, Asian: A person having origins in any of the original peoples	Indicate all			
	of the Fall East, Southeast Asia, the Indian Subcontinent, Including,	categories that apply			
	Pakistan the Philippine Islands Thailand and Vietnam	for each student text			
	 No. not Asian 	or numeric			
	• 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.				
Race: American	• Yes, American Indian or Alaska Native: A person having origins	Indicate all			
Indian or Alaska	in any of the original peoples of North and South America	Race/Ethnicity			
Native	(including Central America), and who maintains tribal affiliation or	categories that apply			
	community attachment				
	• No, not American Indian or Alaska Native	or numeric			
	• Information unavailable at this time: If you currently do not have				
	indicator such as "N/A" (Not Available) in the coll(c) can be				
	manad to this code to notify your NAED representative of the need				
	to collect the data at a later date.				
Race: Native	• Yes. Native Hawaiian or Pacific Islander: A person having origins	Indicate all			
Hawaiian or	in any of the original people of Hawaii, Guam, Samoa or other	Race/Ethnicity			
Pacific Islander	acific Islander Pacific Islands				
	No, not Native Hawaiian or Pacific Islander	for each student, text			
	• <i>Information unavailable at this time</i> : If you currently do not have	or numeric			
	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.				

Excel Header/	NAED Values	Commonts
National School	School defined codes for:	Use ONE code per student
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." 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 neet to collect the data at a later date. SPECIAL INSTRUCTIONS FOR CEP SCHOOLS: If your school participates in the Community Eligibilit Provision (CEP), note that for NAEP, only student who are economically disadvantaged students can be classified as eligible for free or reduced-price lunch. 	Use ONE code per student, text or numeric
	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 How should student be economically coded on NAEP? disadvantaged?	
	1. Yes 1. Eligible for free or reduced price lunch	
	2. No 2. Student not eligible	
	3. Information missing3. Information unavailable	

²⁶ 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	NAF	Comments	
	CEP Direct C	ertification Plus	
	In CEP schools in our state, econo identified in two ways: a) directly assistance programs such as the S Program (SNAP) and the Tempor (TANF); b) through a household in Please code your students as follo		
	Is the student economically disadvantaged? 1. Yes		
	2. No		
	3. Information missing		
		 -Ρ ΔΙΙ	
	In our state, all students in CEP so disadvantaged.		
	Please code your students as follo	ws:	
	Is the student economically disadvantaged?	How should student be coded on NAEP?	
	1. Yes		
Students with Disabilities (SD)	 School-defined codes for: <i>Yes, IEP</i>: Student has a formative (IEP), the student's IEP is in prequivalent classification for proboth an IEP and a 504 Plan, comboth an IEP and a 504 Plan, comboth ant scheme (IEP). <i>No, not SD</i>: Student does not 	Use ONE code per student, text or numeric	
	 Plan without an IEP, code these Information unavailable at the this information for one or model indicator such as "N/A" (Not a mapped to this code to notify to collect the data at a later data at at	ed lateral sector of the secto	

Excel Header/	NAED Volues	Commonto				
English	School-defined codes for:	Use UNE code per student,				
Language	• Yes, ELL	text or numeric				
Learner (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 calls 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.					
On-Break	School-defined code	Only for year-round				
Indicator		schools; column can				
		be left off if school is				
		not vear-round				
Student ZIP	Numeric only	If available: format				
Code		can be 5 digits or 5				
		pius 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.

<u>Step 3 – E-File</u>

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.

	MyNAEP For Schools	District: MENDON COMMUNITY SCHOOL DISTRICT (TX)
NATIONAL ASSESSMENT OF IDECEMBRAN PROGRESS	Welcome Texas State-Coordinator BROWNWOOD H S	Help Contact Us My Account Logout Return to jcoleman
Home Provide School Information Submit Student List Prepare for Assessment Support Assessment Activities	Submit Student L For each school, NAEP collects a list of assessment. You will receive an emai The E-Filling system opens Thursday Please have all data submitted by Fri e. E-Filling Instructions e. E-Filling Ervel Template	ist f all students in the selected age group in order to draw a random sample of students to participate in the after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment. , January 2nd. day, January 31st.
• Wrap Up	Should you need assistance with E-Fi How Do I Submit My Schoo E-File (See E-File Instructional Documen Start E-Filing Age 17	ing, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video <u>is available here</u> . I's List of Students?

• 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.
 Upload - Submit your list to the E-Filing automated system. Upload - Submit your list to the E-Filing automated system. Identify Columns - Matching the column headings in your list to those in a standard list provided by the system. Identify Format/Codes - Matching the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP. Verify that this matching of codes has been done accurately by reviewing a summary of the data you have matched.
Before uploading a copy of your Excel student data file, please provide us with the following information: <u>Why we need this.</u> • 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. Click on the "Browse" button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (*.*)". Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below. Click on the Upload button and proceed.
Select the file name from your computer File Name: Upload

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

Step 4 – Map Your Columns and Rows to NAEP Values

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

Submit Student List

E-File Step 2: Identify Your Column Contents

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

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

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

Column Heading Is	Your Column Contains Clear
GRADE	Your Column Contains 🔽
MOB	Your Column Contains
YOB	Your Column Contains 💟
SEX	Your Column Contains
SD	Student Name: First
ELL	Student Name: Middle Student Name: Last
HISP	Grade
WH	Birth Date: Month of Birth
BL	Sex
AS	Student with a Disability English Language Learner
AI	Hispanic, of any race
PI	Black or African American
SCHOOLLUNCH	Native Hawaiian or Pacific Islander
First Name	American Indian or Alaska Native School Lunch
Last Name	Zip Code N/A

determined by the order of the columns in your Excel file.

Exit Back Next

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 S below. To view the worksheet containing all of your student data, <u>click here</u>.

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%						
				1	Age 17				
#	View	Your Values	NAEP Codes	Number	Percentage				
1.	3	1	Select Code 🗸	125	51.4%				
2.	3	2	Select Code 🗸	118	48.6%				
Wł	When you have identified all of the codes on your list, click the "Next" button to proceed.								

<u>Step 5 – Review Warnings and Verify Data</u>

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.

Submit Student List

E-File Data Checks

Age-ineligible students were removed from the file you submitted. The warnings below apply to age-eligible students only.
The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school.
Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:
• Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again.
• If the data from your file are correct as is, continue with the data checks process.
The number of students on the file you submitted differs from our frame data by more than 100%.
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
 Race Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from the frame by more than 10%.
White, not Hispanic, E-File= 41.6%, Frame= 62.6%
Are your data correct? If you are satisfied with the information in your data file, click Continue.
If you would like to change how you matched your race/ethnicity codes to NAEP values, click here to return to the linking page.
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
Start Over Continue Exit

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.

194 49 125	Percentage 79.84% 20.16%
194 49 125	79.84% 20.16%
194 49 125	79.84% 20.16%
49 125	20.16%
125	E1 440/
125	E1 440/
	51.44%
118	48.56%
24	9.88%
216	88.89%
3	1.23%
101	41.56%
36	14.81%
75	30.86%
18	7.41%
1	0.41%
3	1.23%
9	3.7%
9	3.7%
226	93%
8	3.29%
117	48.15%
54	22.22%
8	3.29%
64	26.34%
243	
	24 216 3 3 101 36 75 18 1 3 9 9 226 8 9 226 8 7 117 54 8 64 243

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

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**.

<u>Step 1 – The E-Filing Template</u>

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.

А	В	С	D	E	F	G	н	1.1	J	К	L	м	N	0	Р	Q	R	S
					Homeroom				Student	English	Ethnicity		Black or		American	Native	On-	
Unique Student	Student First	Student Middle			or Other	Month of	Year of		with a	Language	(Hispanic or		African		Indian or AK	Hawaiian or	Break	Student
ID	Name	Name	Student Last Name	Grade	Locator	Birth	Birth	Sex	Disability	Learner	Non-Hispanic)	White	American	Asian	Native	Pac Islander	Indicator	ZIP code

<u>Step 2 – Compile Data for the Template</u>

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.)

Excel Header/		
Field Name	NAEP Values	Comments
State unique	N/A	If available; do not use the
Student ID		student's Social Security
		number
Student First	N/A	Text; must be in its own
Name		column
Student Middle	N/A	Text; Middle Name is
Name		optional, but the column
		must be included in the
-		Excel file
Student Last	N/A	Text; must be in its own
Name		column
Grade in School	Any	Use current year data
Homeroom or	N/A	If available; locator
other 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)	Numeric format; must be
		in its own column
	The expected ranges for Year of Birth are listed below:	
	2002–2003	
Sex	School-defined codes	Codes (numeric or text) for
		Male/Female
Ethnicity	School-defined codes for:	Indicate all Race/Ethnicity
(Hispanic or not)	• <i>Yes, Hispanic</i> : A person of Mexican, Puerto Rican, Cuban, Central	categories that apply for
	or South American, or other Spanish (but not Portuguese) culture of	each student, text or
	origin, regardless of race	numeric
	• No, Not Hispanic	
	• <i>Information unavailable at this time</i> : 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	
D	to collect the data at a later date.	
kace: white	• <i>Yes, white</i> : A person having origins in any of the original peoples	Indicate all Race/Ethnicity
	of Europe, North Africa, or the Middle East	categories that apply for
	• No, not White	each student, text or
	• Information unavailable at this time: If you currently do not have	numeric
	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.	

Your Excel file must contain the following data:

²⁷ In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9month 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 Race: Asian	 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. Yes, Asian: A person having origins in any of the original peoples 	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
	 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 <i>No, not Asian</i> <i>Information unavailable at this time:</i> 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. 	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: <i>Yes, IEP:</i> 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." <i>No, not SD:</i> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." <i>Information unavailable at this time:</i> 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.

<u>Step 3 – E-File</u>

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.

	MyNAEP For Schools	District: MENDON COMMUNITY SCHOOL DISTRICT (TX)
NATIONAL ASSESSMENT OF IDECATIONAL PROGRESS	Welcome Texas State-Coordinator BROWNWOOD H S	Help Contact Us My Account Logout Return to jcoleman Ø Age 17 Assessment: 3/18/2020
 Home Provide School Information Submit Student List Prepare for Assessment Support Assessment Activities Wrap Up 	Submit Student L For each school, NAEP collects a list. assessment. You will receive an ema The E-Filing system opens Thursday Please have all data submitted by Fr - E-Filing Instructions - E-Filing Excel Template Should you need assistance with E-F	ist f all students in the selected age group in order to draw a random sample of students to participate in the l after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment. , January 2nd. day, January 31st. ling, please call the NAEP help desk at 1-800-283-6237. A quick tutorial video <u>is available here</u> .
	How Do I Submit My Schoo E-File (See E-File Instructional Documer Start E-Filing Age 17	bl's List of Students?

• 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
• 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
V I FILL ALL THE REAL AND A REPARENT AND A REAL PROPERTY AND A REAL PROPERTY.

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

Submit Student List E-File Step 1: Upload Your File		
Exit		
Welcome, State.		
 The Four Basic Steps to E-Filing: Upload - Submit your list to the E-Filing automated system. Identify Columns - Matching the column headings in your list to those in a standard list provided by the system. Identify Format/Codes - Matching the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP. Verify that this matching of codes has been done accurately by reviewing a summary of the data you have matched. 		
Before uploading a copy of your Excel student data file, please provide us with the following information: Why we need this.		
Date list is accurate as of: (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. Click on the "Browse" button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (*.*)". Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below. Click on the Upload button and proceed. 		
Select the file name from your computer File Name: Upload		
MyNAEP site and return to E-Filing. You will be sent directly to the last screen you were working on, allowing you to complete the E-Filing procedure.		

Step 4 – Map Your Columns and Rows to NAEP Values

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

Submit Student List			
E-File Step 2: Identify Your Column Co	E-File Step 2: Identify Your Column Contents		
We need to know what information is in each column of your student data file. Click on the down arrow next to the words in the table that read "Column Contains" If there is no appropriate description in the drop-down list, please select N/A. It is important for us to have as much information about each student as possible. However, the essential information that must be reflected in the columns on the student list is: grade, student first name, student last name, month of birth, year of birth, sex, student with a disability (SD) indicator, and English Language Learner (ELL) indicator. If you are E-Filing for a year-round multi-track school, include a column for on-break indicator.			
Note: Click on the links below in the "Column Heading Is" to view the student data contained in that column. If you wish to correct or change your selections for column content descriptions, click the 'Clear' button. Clicking the "Clear" button will delete all of the selections you have made in each of the rows entitled "Columns Contains".			
<u>Click here to see a worksheet view of your student data.</u> If file, and upload the file again.	you find you have errors in your data, you will need to exit this program, correct the problem in your Exce		
Column Heading Is	Your Column Contains Clear		
GRADE	Your Column Contains 🔽		
мов	Your Column Contains		
YOB	Your Column Contains		
SEX	Your Column Contains		
<u>SD</u>	Your Column Contains		
ELL	Your Column Contains		
Ethnicity	State Unique Student ID Student Name: First		
black	Student Name: Middle Student Name: Last		
white	Grade Homercom or Other Locator		
Asian	Birth Date: Month of Birth		
AI	Sex		
PI	Student with a Disability English Language Learner		
FirstName	Hispanic, of any race White		
Last Name	Black or African American		

Asian Asian When you have identified all of the columns on your list, click the "Next" button to F Native Hawaiian or Pacific Islander Acdes and the columns in your Excel file. American Indian or Alaska Native

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, <u>click here</u>.

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)				
			1	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				

<u>Step 5 – Review Warnings and Verify Data</u>

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.

Submit Student List

E-File Data Checks

Age-ineligible students were removed from the file you submitted. The warnings below apply to age-eligible students only.

The following data you submitted have been checked again against the 2017-2018 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts. The following data you submitted have also been checked against your historical data (if available) for your school.

Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:

- Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again.
- If the data from your file are correct as is, continue with the data checks process.

Enrollment and Date of Birth

• The number of students on the file you submitted differs from our frame data by more than 100%.

Are your data correct? If you are satisfied with the information in your data file, click Continue.

If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.

Race

• Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted differ from the frame by more than 10%.

White, not Hispanic, E-File= 41.6%, Frame= 62.6%

Are your data correct? If you are satisfied with the information in your data file, click Continue.

If you would like to change how you matched your race/ethnicity codes to NAEP values, click here to return to the linking page.

If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.



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 u Complete (includes all enrolled students), and Accurate. Information is INCORRECT.	nderstanding, the data are Current (I	based on 2019 - 2020 enrollment),
Exit Back	Print Submit	

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