NATIONAL CENTER FOR EDUCATION STATISTICS NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

National Assessment of Educational Progress (NAEP) 2021

Appendix H Instructions for Entering Student Information

OMB# 1850-0928 v.21



September 2020

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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.

OMB No. 1850-0928 APPROVAL EXPIRES 7/31/2023

Authorization and Confidentiality Assurance

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

When you have finished or if you need to stop before finishing, please LOG OUT of the survey system by clicking "Save and exit" and CLOSE ALL browser windows or screens to keep your responses secure. For example, if you used Chrome or Safari to open the survey, make sure no Chrome or Safari windows or screens are open after you end the survey. Not closing all browsers may allow someone else to see your responses.

NAEP 2021 Instructions for Preparing and Submitting an Electronic File of Students (One Column Race/Ethnicity)



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

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

Step 1 – The E-Filing Template

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

Α	В	С	D	E	F	G	Н	1	J	К	L	M	N	0
State Unique Student		Student			Homeroom or	Month of	Year of		Student with a	English Language	Race/	School	On- Break	Student
ID	Student First Name	Middle Name	Student Last Name	Grade	Other Locator	Birth	Birth	Sex	Disability	Learner	Ethnicity	Lunch	Indicator	ZIP code

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

Using the most current enrollment data available, prepare a separate Excel file of **all students enrolled**

during the 2020–2021 school year for each grade selected to participate in the NAEP assessment.

- Include in the file data for **all students in the grade**, 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.
- Make sure you provide information for all students in the sampled grade, including students participating in virtual/remote learning due to the COVID-19 outbreak.
- Also, include students in the sampled grade 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 enrolled in the sampled grade. The NAEP E-File

¹In 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%) of the students will be on break or on vacation.

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	N/A	If available; do
Student ID		not use the
		student's Social
		Security number
Student First	N/A	Text; must be in
Name		its own column
Student Middle	N/A	Text; Middle
Name		Name is
		optional, but the
		column must be
		included in the
		Excel file
Student Last	N/A	Text; must be in
Name		its own column
Grade in School	4, 8	Use current year
		data; don't use
		previous year's
		grade 3
		enrollment for
		grade 4
Homeroom or	N/A	If available;
other Locator		locator
		Information is
		neiptui in finding
		students and
		notifying them
		orthe
Month of Birth	M or MM (numeric format)	Numoric formati
		must he in its
		own column
Voor of Birth	XXXX (numeric format)	Numoric format:
		must be in its
	The expected ranges for Year of Birth are listed:	own column
	The expected ranges for rear of birth are listed.	own column
	Grade 4—2008-2012	
	Grade 8-2004-2008	
Sex	School-defined codes	Codes (numeric
		or text) for
		Male/Female
Race/Ethnicity -	School-defined codes for:	Use ONE code
one column	• Hispanic, of any race: A person of Mexican. Puerto Rican.	per student, text
	Cuban, Central or South American. or other Spanish (but	or numeric
	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	

Field Name NAEP Values Comme	ntc
having aniging in any of the Diadon sould a fifthing	
 having origins in any of the Black peoples of Africa Aslan, 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 Havaiilan 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 "NA" (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 of fine dodes for: School of 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 "NA" (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 not participating: School does not participate in the MSLP. When used, this code must be applied to all students. Information unavailable at this time: If you currently do not have this informati	code nt, text

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

Preid Name Please code your students as follows Comments Is the student economically disadvantaged? 1. Yes 1. Eligible for free or reduced-price lunch 2. No 2. Student not eligible 3. Information missing 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 program (SNAP) and the Temporary Assistance for Needy Families (TANF); b) through a household income survey. Please code your students as follows: I le the student economically How should two whould isadvantaged? 1. Yes 1. Eligible for free or reduced-price Used on NAEP? 1. Yes 1. Eligible for free or reduced-price Used on NAEP? 1. Yes 1. Eligible for free or reduced-price Used on NAEP? 1. Yes 1. Eligible on NAEP? 1. Yes 1. Eligible on NAEP? 1. Yes 1. Eligible for free or reduced-price 2. No 2. Student be coded on NAEP? 1. Yes 1. Eligible on NAEP? 1. Yes 1. Eligible for free lunch 2. No 2. Student for private schools. If some students have both an IEP and a 504 Plan, code these students as "Res.	Excel Header/							
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Uale. English School-defined codes for:		date	ie need to collect the data at a later					
	Enalish	School-defined codes f	or:	Use ONE code				

Excel Header/ Field Name	NAEP Values	Comments
Language Learner (ELL)	 Yes, ELL No, Not ELL No, Formerly ELL: A student who has achieved full English proficiency, is monitored, and is included in ELL subgroup for accountability reporting for 2 years (or 4 years depending on state policy) after exiting. 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. 	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 Grade 8.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 Grade X" button

• You will see a checklist on the screen; 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 2021 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 2021 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 2021 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
 - $\,\circ\,$ Month of birth (in M or MM number format, not spelled out as in "July") .
 - $\,\circ\,$ 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."

Submit Student List
E-File Step 1: Upload Your File 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)
• Does your student data file contain <u>column headers</u> : Yes •
 To upload your student data file, you will need to locate the file on your computer. Click on the "Choose File" or "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.
File Name: Choose File No file chosen
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 Co We need to know what information is in each column of yu If there is no appropriate description in the drop-down list However, the essential information that must be reflected birth, sex, student with a disability (SD) indicator, and En column for on-break indicator. Note: Click on the links below in the "Column Headin	Intents bur student data file. Click on the down arrow next to the words in the table that read "Column Contains". ; please select N/A. It is important for us to have as much information about each student as possible. in the columns on the student list is: grade, student first name, student last name, month of birth, year of glish Language Learner (ELL) indicator. If you are E-Filing for a year-round multi-track school, include a ng 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 of the rows entitled "Columns Contains".	'Clear' button. 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. I file, and upload the file again.	f you find you have 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
FIRSTNAME	State Unique Student ID Student Name: First
MIDDLENAME	Student Name: Last
LASTNAME	Grade Homosom of Other Locator
MOB	Birth Date: Month of Birth
YOB	Sex
SEX	Student with a Disability English Language Learner
SD	Race/Ethnicity School Lunch
ELL	Zip Code
RACE	Your Column Contains
SCHOOLLUNCH	Your Column Contains
	Your Column Contains
ED	

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 code	es								
For each of your values below, click on the down arrow next to "Select C	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" co data, <u>click here</u> .	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 file again.	the Upload page. Then click "Exit", col	rrect the problem in your	r Excel file, and upload						
	Sex								
It is very important that all data be correct. We have provided a way to Common Core of Data (CCD). The CCD is a program of the U.S. Department national statistical database of information concerning all public element correct.	double check the data. Below are the expe nent of Education's National Center for Edu ary and secondary schools. Please confirm	acted percentages based on acation Statistics. It is a cor your codes and percentage	information from the nprehensive, annual, es and continue if all are						
Grade 4 expected CCD	Percentages: Source 2018- 2019 School Y	ear							
Male		Female							
55%		4790							
Your	File Contains 2 Value(s)								
		Gr	ade 4						
# View Your Values	NAEP Codes	Number	Percentage						
1. 强 1	Select Code	25	53.2%						
2. 💁 2	Male	22	46.8%						
When you have identified all of the codes on your list, click the "Next" be	utton 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.

Submit Student List
E-File Data Checks
The following data you submitted have been checked again against the 2018-2019 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.
School Lunch • Excluding those students classified as "Information unavailable at this time", the percentage of students uploaded as eligible for free or reduced lunch differs significantly from the percentages on our CCD.
Free or reduced lunch, E-File= 86.4%, Frame = 47.3%
• Excluding those students classified as "Information unavailable at this time", the percentage for free or reduced lunch differ significantly from previous NAEP years.
Free or reduced lunch, E-File= 86.4%, Historical= 100.0%
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 school lunch 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.
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= 21.3%, Frame= 2.8%
• Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the percentages for the race variables differ significantly from previous NAEP years. The following categories differ from previous years by more than 10%.
White, not Hispanic, E-File= 57.4%, Historical= 0.0% Black or African American, not Hispanic, E-File= 17.0%, Historical= 98.7% Two or More Races (not Hispanic), E-File= 21.3%, Historical= 0.0%
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 bu	tton at the bottom of the page. Then cli	ck the "Submit" button.
 Students who are not Hispanic and identify with more than one race category ar Students whose ethnicity is Hispanic, regardless of race, are classified as Hispanic 	e classified as Two or more races, not iic, of any race.	Hispanic.
	Grade 4 Students Number	Percentage
Grade		
Grade 4	47	100%
Sex		
Male	25	53.19%
Female	22	46.81%
Student with a Disability		
Yes, IEP	11	23.4%
No, not SD	36	76.6%
NAEP Race/Ethnicity		
White, not Hispanic	27	57.45%
Black or African American, not Hispanic	8	17.02%
Hispanic, of any race	2	4.26%
Two or More Races (not Hispanic)	10	21.28%
NAEP English Language Learner		
No, not ELL	47	100%
School Lunch		
Student not eligible	6	12.77%
Free lunch	31	65.96%
Reduced price lunch	7	14.89%
Information unavailable at this time	3	6.38%
Total Enrollment:	47	
 Information is CORRECT. To the best of my knowledge and understanding all enrolled students), and Accurate. 	, the data are Current (based on 2020	- 2021 enrollment), Complete
O Information is INCORRECT.		
Exit Back	Print Submit	

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

(includes

NAEP 2021 Instructions for Preparing and Submitting an Electronic File of Students



(Two Columns Race/Ethnicity)

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

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

Step 1 – The E-Filing Template

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

Α	В	С	D	E	F	G	н	1	J	К	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

Using the most current enrollment data available, prepare a separate Excel file of **all students enrolled**

during the 2020–2021 school year for each grade selected to participate in the NAEP assessment.

- Include in the file data for **all students in the grade**, 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.
- Make sure you provide information for all students in the sampled grade, including students participating in virtual/remote learning due to the COVID-19 outbreak.
- Also include students in the sampled grade 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 enrolled in the sampled grade. The NAEP E-File

³In 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%) of the students will be on break or on vacation.

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		If available: do not use
Student ID		the student's Social
Student ID		Security number
Student First	ΝΙ/Δ	Toxt: must be in its own
Name	N/A	column
Name Student Middle	N1/A	Tayt: Middle Name is
Nome	N/A	aptional but the column
Name		optional, but the column
		Find the find the first file
Student Last Name	N/A	lext; must be in its own
		column
Grade in School	4, 8	Use current year data;
		don't use previous year's
		grade 3 enrollment for
		grade 4
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:	
	Grade 4—2008-2012	
	Grade 8-2004-2008	
Sex	School-defined codes	Codes (numeric or text)
		for Male/Female
Ethnicity	School-defined codes for:	Use ONE code per
(Hispanic or not)	• Yes, Hispanic: A person of Mexican, Puerto	student, text or numeric
	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.	
Race	School-defined codes for:	Use ONE code per
	White: A person having origins in any of the	student, text or numeric
	original peoples of Europe, North Africa, or the	
	Middle East	
	Black or Atrican American: A person	
	having origins in any of the Black peoples of	
	Africa	
	• Asian: A person having origins in any of the	

Excel Header/ Field Name	NAEP Values	Comments
National School Lunch Program (NSLP)	 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: Student not eligible for free or reduced-price lunch. Free lunch: Student is eligible for free lunch. Schools participating: School does not participating: School does not participate is not eligible for ree unch. 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. School defined codes for: Student not eligible for free or reduced-price lunch. Free lunch: Student is eligible for ree lunch. Schools participa	Use ONE code per student, text or numeric

⁴ 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			
	Please code your students as follows:					
	Is the student	How should				
	economically	student be coded				
	disadvantaged?	on NAEP?				
	1. Yes	1. Eligible for free				
		or reduced-price				
		lunch				
	2. No	2. Student not				
		eligible				
	3. Information	3. Information				
Studente with		unavaliable				
Disphilition (SD)		DI: as a formal Individualized	ose ONE code per			
Disabilities (5D)	Education Plan (IEP)	the student's IEP is in	student, text of numeric			
	progress or the stur	hent has an equivalent				
	classification for priv	ate schools. If some				
	students have both	an IFP and a 504 Plan code				
	these students as "Y	es. IFP."	-			
	• No. not SD: Studen	t does not have an IEP. If				
	students have a 504	Plan without an IEP. code				
	these students as "N	lo, not SD."				
	• Information unava	ilable at this time: If you				
	currently do not hav					
	or more students, bl					
	such as "N/A" (Not A					
	be mapped to this co					
	representative of the	e need to collect the data				
	at a later date.					
English Language	School-defined codes for	or:	Use ONE code per			
Learner (ELL)	• Yes, ELL		student, text or numeric			
	NO, NOT ELL No. Formarky ELL	A student who has				
	achieved full Eligiisti	L subgroup for				
	schools, contact your NAEP State Coordinator if					
	you have any questi					
	Information unava					
	currently do not hav					
	or more students, bl	ank cells or an indicator				
	such as "N/A" (Not A	vailable) in the cell(s) can				
	be mapped to this co	ode to notify your NAEP				
	representative of the	e 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				
Student 71P 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 Grade 8.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 Grade X" button.

🛖 Home	Submit Student List
Provide School Information	For each school, NAEP collects a list of all students in the selected grade in order to draw a random sample of students to participate in the
Submit Student List	assessment. After the sample has been drawn, the list of sampled students will be posted under Prepare for Assessment in early December.
Prepare for Assessment	The E-Filing system opens October 5th, 2020.
	Please have all data submitted by November 20th, 2020.
Support Assessment Activities	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.
• Wrap Up	
	How Do I Submit My School's List of Students?
	E-File
	(See E-File Instructional Documents)
	Start E-Filing Grade 4

• 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 2021 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 2021 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 2021 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	Print	Continue	Exit
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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".

<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				
FIRSTNAME	State Unique Student ID Student Name: First				
MIDDLENAME	Student Name: Middle				
LASTNAME	Grade				
MOB	Birth Date: Month of Birth				
YOB	Birth Date: Year of Birth Sex				
SEX	Student with a Disability				
SD	Ethnicity (Hispanic or not Hispanic)				
ELL	School Lunch				
RACE	Zip Code				
ETHNICITY	N/A Your Column Contains				
SCHOOLLUNCH	Your Column Contains				
ED	Your Column Contains				
YRMT	Your Column Contains				
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.					

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 be	est matches your value.	
To view the student records that have the selected value in the "Sex" column data, <u>click here</u> .	n, click on the view icon 😫 below. T	o view the worksheet contain	ing all of your student
If there is an error in your data file, click "Back" until you get to the t the file again.	Upload page. Then click "Exit", o	correct the problem in you	r Excel file, and upload
	Sex		
It is very important that all data be correct. We have provided a way to doub Common Core of Data (CCD). The CCD is a program of the U.S. Department national statistical database of information concerning all public elementary a correct.	le check the data. Below are the ex of Education's National Center for E and secondary schools. Please confi	pected percentages based on iducation Statistics. It is a co rm your codes and percentag	information from the nprehensive, annual, es and continue if all are
Grade 4 expected CCD Perce	entages: Source 2018- 2019 Schoo	l Year	
Male		Female	
53%		47%	
Your File	Contains 2 Value(s)		
		Gr	ade 4
# View Your Values	NAEP Codes	Number	Percentage
1. 💁 1	Select Code	25	53.2%
2. 💁 2	Male	22	46.8%
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.

E-File Data Checks

The following data you submitted have been checked again against the 2018-2019 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.

School Lunch

• Excluding those students classified as "Information unavailable at this time", the percentage of students uploaded as eligible for free or reduced lunch differs significantly from the percentages on our CCD.

Free or reduced lunch, E-File= 86.4%, Frame = 47.3%

• Excluding those students classified as "Information unavailable at this time", the percentage for free or reduced lunch differ significantly from previous NAEP years.

Free or reduced lunch, E-File= 86.4%, Historical= 100.0%

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 school lunch 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.

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= 21.3%, Frame= 2.8%

• Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the percentages for the race variables differ significantly from previous NAEP years. The following categories differ from previous years by more than 10%.

98.7%

White, not Hispanic, E-File= 57.4%, Historical= 0.0%
Black or African American, not Hispanic, E-File= 17.0%, Historical=
Two or More Races (not Hispanic), E-File= 21.3%, Historical= 0.0%

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.

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	2. 5	Students	whose	ethnicity	is Hispanic,	regardless	of race,	are classifie	d as Hispanic,	of any race.	

	Grade 4 Students	
	Number	Percentage
Grade		
Grade 4	47	100%
Sex		
Male	25	53.19%
Female	22	46.81%
Student with a Disability		
Yes, IEP	11	23.4%
No, not SD	36	76.6%
NAEP Race/Ethnicity		
White, not Hispanic	27	57.45%
Black or African American, not Hispanic	8	17.02%
Hispanic, of any race	2	4.26%
Two or More Races (not Hispanic)	10	21.28%
NAEP English Language Learner		
No, not ELL	47	100%
School Lunch		
Student not eligible	6	12.77%
Free lunch	31	65.96%
Reduced price lunch	7	14.89%
Information unavailable at this time	3	6.38%
Total Enrollment:	47	
 Information is CORRECT. To the best of my knowledge a all enrolled students), and Accurate. Information is INCORRECT. 	and understanding, the data are Current (based on 2020 -	- 2021 enrollment), Complete (includes
Exit	Back Print Submit	

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

NAEP 2021 Instructions For Preparing and Submitting an Electronic File of Students (Six Columns Race/Ethnicity)



NAEP needs a complete list of students in the selected grade(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 that column blank.

А	В	С	D	E	F	G	н	1	J	к	L	M	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

Using the most current enrollment data available, prepare a separate Excel file of **all students enrolled during the 2020 – 2021 school year for each grade selected** to participate in the NAEP assessment.

- Include in the file data for **all students in the grade**, 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.
- Make sure you provide information for all students in the sampled grade, including students participating in virtual/remote learning due to the COVID-19 outbreak.
- Also, include students in the sampled grade who were displaced from other locations due to hurricanes and other disasters.

• If this is a year-round school,⁵ include students who will be on break/on vacation on the scheduled assessment day along with all of the other students enrolled in the sampled grade. 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	4, 8	Use current year data; don't use previous year's grade 3 enrollment for grade 4
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: Grade 4—2008 - 2012 Grade 8—2004 - 2008	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female

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

Excel Header/		
Field Name	NAEP Values	Comments
Ethnicity	School-defined codes for:	Indicate all
(Hispanic or not)	• Yes, Hispanic: A person of Mexican,	Race/Ethnicity
	Puerto Rican, Cuban, Central or South	categories that apply
	American, or other Spanish (but not	for each student,
	Portuguese) culture of origin, regardless	text or numeric.
	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.	
Race: White	• Yes, White: A person having origins in	Indicate all
	any of the original peoples of Europe,	Race/Ethnicity
	North Africa, or the Middle East	categories that apply
	• No, not White	for each student,
	 Information unavailable at this time: 	text or numeric.
	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: Black or	• Yes, Black: A person having origins in	Indicate all
African American	any of the Black peoples of Africa	Race/Ethnicity
	No, not Black	categories that apply
	• Information unavailable at this time:	for each student,
	If you currently do not have this	text or numeric.
	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	Indicate all
	any of the original peoples of the Far	Race/Ethnicity
	East, Southeast Asia, the Indian	categories that apply
	Subcontinent, including, for example,	for each student,
	Cambodia, China, Japan, India, Korea,	text or numeric.
	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.	
Race: American	Yes, American Indian or Alaska	Indicate all
Indian or Alaska	Native : A person having origins in any of	Race/Ethnicity
Native	the original peoples of North and South	categories that apply
	America (including Central America), and	for each student,

Excel Header/		6
Field Name	NAEP Values	Comments
	who maintains tribal anniation or	text or numeric.
	• 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.	
Race: Native	 Yes, Native Hawaiian or Pacific 	Indicate all
Hawaiian or	Islander: A person having origins in any	Race/Ethnicity
Pacific Islander	of the original people of Hawaii, Guam,	categories that apply
	Samoa, or other Pacific Islands	for each student,
	No, not Native Hawaiian or Pacific	text or numeric.
	Islander	
	 Information unavailable at this time: If you currently do not have this 	
	information for one or more students	
	hank cells or an indicator such as " N/Δ "	
	(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	School defined codes for:	Use ONE code per
Lunch Program	• Student not eligible to participate:	student, text or
(NSLP)	Student is not eligible for free or reduced-	numeric
	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." •	
	Reduced-price lunch: Student Is	
	School not participating: School doos	
	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:	
	Fligibility Provision (CEP) note that for	
	NΔEP only students who are economically	
	disadvantaged students can be classified as	
	eligible for free or reduced-price lunch.	
	CEP Direct Only	

⁶ 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/	NAED		6
Field Name	In CED schools in autor	Values	Comments
	In CEP schools in our si	tate, economically	
	directly certified through	s are those who are	
	assistance programs si		
	Supplemental Nutrition	Assistance Program	
	(SNAP) and the Tempo	rary Assistance for	
	Needy Families (TANF)		
	Please code your stude	ents as follows	
	Is the student	How should	
	economically	student be coded	
	disadvantaged?	on NAEP?	
	1. Yes	1. Eligible for free	
		or reduced-price	
		lunch	
	2. NO	2. Student not	
	3 Information	a Information	
	5. Information	J. Information	
		unavanable	
	CEP Direct Cer	tification Plus	
	In CEP schools in our st	tate, economically	
	disadvantaged student	s are identified in two	
	ways: a) directly certifi	ed through	
	participation in assista	nce programs such as	
	the Supplemental Nutr	ition Assistance	
	Program (SNAP) and th	ne Temporary	
	Assistance for Needy F		
	b) through a household	d income survey.	
	Please code your stude	ents as follows:	
	Is the student	How should	
	disadvantagod2	on NAEP2	
		1 Eligible for free	
		or reduced-price	
		lunch	
	2. No	2. Student not	
		eligible	
	3. Information	3. Information	
	missing	unavailable	
	CEP	[,] All	
	In our state, all studen	ts in CEP schools are	
	considered economical	lly disadvantaged.	
	Diagona ando your stude	ante ac falloure	
	Please code your stude		
		How should	
	disadvantaged?	on NAFP?	
		1 Fligible for free	
		lunch	
Students with	School-defined codes f	or:	Use ONE code per
Disabilities (SD)	• Yes, IEP: Student h	as a formal	student, text or
	Individualized Educa	ation Plan (IEP), the	numeric
	student's IEP is in p	rogress, or the	
	student has an equi	valent classification	
	for private schools.	If some students have	

Excel Header/ Field Name	NAEP Values	Comments
	 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. 	
English Language Learner (ELL)	 School-defined codes for: Yes, ELL No, Not ELL No, Formerly ELL: If A student who has achieved full English proficiency, is monitored, and is included in ELL subgroup for accountability reporting for 2 years (or 4 years depending on state policy) after exiting. 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 Grade 8.xlsx." 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, login to the MyNAEP website and select "Submit Student List" from the left-hand menu.

• Select the "Start E-Filing Grade X" button

 Home Provide School Information 	Submit Student List
Submit Student List	assessment. After the sample has been drawn, the list of sampled students will be posted under Prepare for Assessment in early December.
• Prepare for Assessment	The E-Filing system opens October 5th, 2020.
Support Assessment Activities	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.
• Wrap Up	How Do I Submit My School's List of Students?
	E-File (See E-File Instructional Documents) Start E-Filing Grade 4

• 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 2021 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 2021 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 2021 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
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• 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 selections for column content descriptions, click the 'Clear' button. Cli of the rows entitled "Columns Contains".	student data contained in that column. If you wish to correct or change your cking the "Clear" button will delete all of the selections you have made in each				
<u>Click here to see a worksheet view of your student data.</u> If you find you have file, and upload the file again.	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				
FIRSTNAME	State Unique Student ID Student Name: First				
MIDDLENAME	Student Name: Middle Student Name: Last				
LASTNAME	Grade Homercom or Other Locator				
MOB	Birth Date: Month of Birth				
YOB	Sex				
SEX	Student with a Disability English Language Learner				
<u>SD</u>	Hispanic, of any race White				
ELL	Black or African American				
HISPANIC	Native Hawaiian or Pacific Islander				
WHITE	American Indian or Alaska Native School Lunch				
BLACK	Zip Code N/A				
ASIAN	Your Column Contains				
NH/PI	Your Column Contains				
<u>AI/AN</u>	Your Column Contains				
SCHOOLLUNCH	Your Column Contains				
When you have identified all of the columns on your list, click the "Next" butto determined by the order of the columns in your Excel file.	on to proceed and match your values to NAEP 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 data, <u>click here</u> .	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 t the file again.	Upload page. Then click "Exit", o	correct the problem in you	r Excel file, and upload				
	Sex						
It is very important that all data be correct. We have provided a way to doub Common Core of Data (CCD). The CCD is a program of the U.S. Department national statistical database of information concerning all public elementary a correct.	le check the data. Below are the ex of Education's National Center for E and secondary schools. Please confi	pected percentages based on iducation Statistics. It is a co rm your codes and percentag	information from the nprehensive, annual, es and continue if all are				
Grade 4 expected CCD Perce	entages: Source 2018- 2019 Schoo	l Year					
Male		Female					
53%		47%					
Your File	Contains 2 Value(s)						
		Gr	ade 4				
# View Your Values	NAEP Codes	Number	Percentage				
1. 💁 1	Select Code	25	53.2%				
2. 💁 2	Male	22	46.8%				
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.

E-File Data Checks

The following data you submitted have been checked again against the 2018-2019 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.

School Lunch

• Excluding those students classified as "Information unavailable at this time", the percentage of students uploaded as eligible for free or reduced lunch differs significantly from the percentages on our CCD.

Free or reduced lunch, E-File= 86.4%, Frame = 47.3%

• Excluding those students classified as "Information unavailable at this time", the percentage for free or reduced lunch differ significantly from previous NAEP years.

Free or reduced lunch, E-File= 86.4%, Historical= 100.0%

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 school lunch 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.

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= 21.3%, Frame= 2.8%

• Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the percentages for the race variables differ significantly from previous NAEP years. The following categories differ from previous years by more than 10%.

98.7%

White, not Hispanic, E-File= 57.4%, Historical= 0.0%
Black or African American, not Hispanic, E-File= 17.0%, Historical=
Two or More Races (not Hispanic), E-File= 21.3%, Historical= 0.0%

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.

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.			
Grade			
Grade 4	47	100%	
Sex			
Male	25	53.19%	
Female	22	46.81%	
Student with a Disability			
Yes, IEP	11	23.4%	
No, not SD	36	76.6%	
NAEP Race/Ethnicity			
White, not Hispanic	27	57.45%	
Black or African American, not Hispanic	8	17.02%	
Hispanic, of any race	2	4.26%	
Two or More Races (not Hispanic)	10	21.28%	
NAEP English Language Learner			
No, not ELL	47	100%	
School Lunch			
Student not eligible	6	12.77%	
Free lunch	31	65.96%	
Reduced price lunch	7	14.89%	
Information unavailable at this time	3	6.38%	
Total Enrollment:	47		
 Information is CORRECT. To the best of my knowledge and under all enrolled students), and Accurate. 	rstanding, the data are Current (based on 202	0 - 2021 enrollment), Complete	
O Information is INCORRECT.			
Exit Back	Print Submit		

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

(includes