

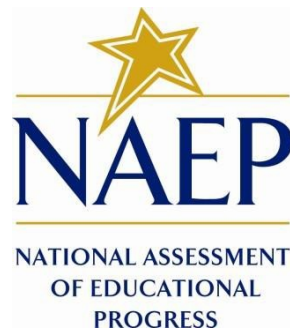
*NATIONAL CENTER FOR EDUCATION STATISTICS  
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS*

*National Assessment of Educational Progress  
(NAEP) 2022  
Long-Term Trend (LTT) Age 17*

*Appendix H1  
(formally Appendix H2)*

*Long Term Trend (LTT) 2022 Instructions for Entering  
Student Information*

OMB# 1850-0928 v.22



July 2019

No changes since August 2019 (1850-0928 v.17)

This appendix is unchanged from v. 17 of this package, which described NAEP 2019-2020. Due to COVID-19 school closures in Spring 2020, although LTT 9 and LTT 13 were successfully administered, LTT 17 was not administered on schedule. We now plan to administer LTT 17 in Spring 2022. The materials here represent our best plans for the administration of LTT 17 at this time and will be revised in Amendment #1 by June 2021.

**Appendix H1 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 NSLP information. If the school will be providing the NSLP data during E-filing, they would choose the instructions with the NSLP information.**

## Table of Contents

<b>Appendix H2-1: Age 9 students</b> .....	4
Appendix H2-1a: Age 9 students, one column with National School Lunch Program.....	5
Appendix H2-1b: Age 9 students, one column without National School Lunch Program.....	16
Appendix H2-1c: Age 9 students, two columns with National School Lunch Program.....	26
Appendix H2-1d: Age 9 students, two columns without National School Lunch Program.....	38
Appendix H2-1e: Age 9 students, six columns with National School Lunch Program.....	48
Appendix H2-1f: Age 9 students, six columns without National School Lunch Program.....	61
<b>Appendix H2-2: Age 13 students</b> .....	73
Appendix H2-2a: Age 13 students, one column with National School Lunch Program.....	74
Appendix H2-2b: Age 13 students, one column without National School Lunch Program.....	85

Appendix H2-2c: Age 13 students, two columns with National School Lunch Program.....	95
Appendix H2-2d: Age 13 students, two columns without National School Lunch Program.....	107
Appendix H2-2e: Age 13 students, six columns with National School Lunch Program.....	117
Appendix H2-2f: Age 13 students, six columns without National School Lunch Program.....	130
<b>Appendix H2-3: Age 17 students.....</b>	<b>140</b>
Appendix H2-3a: Age 17 students, one column with National School Lunch Program.....	141
Appendix H2-3b: Age 17 students, one column without National School Lunch Program.....	152
Appendix H2-3c: Age 17 students, two columns with National School Lunch Program.....	162
Appendix H2-3d: Age 17 students, two columns without National School Lunch Program.....	173
Appendix H2-3e: Age 17 students, six columns with National School Lunch Program.....	183
Appendix H2-3f: Age 17 students, six columns without National School Lunch Program.....	195

**Information on Log-in Screen:**

**Paperwork Burden Statement, OMB Information**

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

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

**Authorization and Confidentiality Assurance**

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

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

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

# NAEP 2019-2020 LTT 9 Instructions for Preparing and Submitting an Electronic File of Students (One Column Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

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

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **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,<sup>1</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. 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
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2010	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female

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

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

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



Excel Header/ Field Name	NAEP Values	Comments								
	<p style="text-align: center;"><b>CEP Direct Only</b></p> <p>In CEP schools in our state, economically disadvantaged students are those who are directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF).</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="518 504 1102 819"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>2. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>3. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table> <p style="text-align: center;">----- -----</p>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	
Is the student economically disadvantaged?	How should student be coded on NAEP?									
1. Yes	1. Eligible for free or reduced price lunch									
2. No	2. Student not eligible									
3. Information missing	3. Information unavailable									
	<p style="text-align: center;"><b>CEP Direct Certification Plus</b></p> <p>In CEP schools in our state, economically disadvantaged students are identified in two ways: a) directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF); b) through a household income survey.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="518 1264 1102 1579"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>2. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>3. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	
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2. No	2. Student not eligible									
3. Information missing	3. Information unavailable									
	<p style="text-align: center;"><b>CEP All</b></p> <p>In our state, all students in CEP schools are considered economically disadvantaged.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="518 1816 1102 1974"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free lunch</td> </tr> </tbody> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free lunch					
Is the student economically disadvantaged?	How should student be coded on NAEP?									
1. Yes	1. Eligible for free lunch									

Excel Header/ Field Name	NAEP Values	Comments
<b>Students with Disabilities (SD)</b>	School defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>English Language Learner (ELL)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, ELL</b></li> <li>• <b>No, Not ELL</b></li> <li>• <b>No, Formerly ELL:</b> If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4

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

- The NAEP E-File template should be used if possible. **Please use it as is.** Do not change the column headers. Student information must begin on the second row. There should be no empty rows between the headings and the student data or within the student data, and no headings within the data.
- If you are not able to use the NAEP E-File Excel Template (for example, because of the way your data system works), the columns in your Excel E-File should have the same, or similar, names but do not have to be in any particular order. You will be able to identify the contents of each column after you have submitted your file. (For example, you will be able to indicate that your column labeled “Gender” is what provides the NAEP “Sex” information, and your value of “1” is “Male” and a “2” is “Female,” or whatever the correct interpretation.)
- Be sure to give your file a unique, descriptive name. Select “File,” then “Save As,” and give it a name such as “Your School Name Age 9.xls.” Should you need to reference your file again, this will help you locate it after E-Filing.
- The first row of data in your file will be read as the column header unless you indicate otherwise on the E-Filing “Welcome” page. Each succeeding row will be considered a student record.

- If you merge or cut and paste data from another Excel file into the template, review the file afterward to be sure there are properly aligned student data in every row and there are no column headers or blank rows in the middle of the data.
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.
- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

### Step 3 – E-File

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

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

The screenshot shows the MyNAEP For Schools website interface. At the top left is the NAEP logo (National Assessment of Educational Progress). The header includes 'MyNAEP For Schools' and 'District: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT (TX)'. A user profile for 'Texas State-Coordinator, CARTHAGE PRI' is shown with 'Age 9 Assessment: 2/25/2020'. The left-hand navigation menu has 'Submit Student List' selected. The main content area is titled 'Submit Student List' and contains instructions: '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, October 28th**. Please have all data submitted by **Friday, November 22nd**.' It lists links for 'E-Filing Instructions' and 'E-Filing Excel Template', and provides a contact number for assistance. Below this is a section titled 'How Do I Submit My School's List of Students?' with an 'E-File' link (with a note to see E-File Instructional Documents) and a prominent blue button labeled 'Start E-Filing Age 9' which is circled in red.

- 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
  - 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

Welcome, **State**.

The Four Basic Steps to E-Filing:

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

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

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

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

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

**Select the file name from your computer**

File Name:

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

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

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

## Submit Student List

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

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
<a href="#">GRADE</a>	Your Column Contains...	
<a href="#">MOB</a>	Your Column Contains...	
<a href="#">YOB</a>	Your Column Contains...	
<a href="#">SEX</a>	Your Column Contains...	
<a href="#">SD</a>	Your Column Contains...	
<a href="#">ELL</a>	Your Column Contains...	
<a href="#">ETHNICITY</a>	Your Column Contains...	
<a href="#">RACE</a>	Your Column Contains...	
<a href="#">SCHOOLLUNCH</a>	Your Column Contains...	
<a href="#">First Name</a>	Your Column Contains...	
<a href="#">Last Name</a>	Your Column Contains...	

When you have identified all of the columns on your list, click the "Next" button to proceed to the next screen. 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  below. To view the worksheet containing all of your student data, [click here](#).



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

### Sex

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

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

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

					Age 9	
#	View	Your Values	NAEP Codes	Number	Percentage	
1.		1	Select Code... <input type="text"/>	312	49.2%	
2.		2	Select Code... <input type="text"/>	322	50.8%	

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

### **Step 5 – Review Warnings and Verify Data**

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

## 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%.

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.

## 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
<b>Grade</b>		
Grade 3	67	10.57%
Grade 4	473	74.61%
Grade 5	94	14.83%
<b>Sex</b>		
Male	312	49.21%
Female	322	50.79%
<b>Student with a Disability</b>		
Yes, IEP	83	13.09%
No, not SD	545	85.96%
Information unavailable at this time	6	0.95%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
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%
<b>School Lunch</b>		
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%
<b>Total Enrollment:</b>	<b>634</b>	

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

Exit

Back

Print

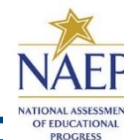
Submit

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



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

# NAEP 2019-2020 LTT 9 Instructions for Preparing and Submitting an Electronic File of Students (One Column Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

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

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **January 1, 2010** and **December 31, 2010**. Students may be in any grade, however, we expect most of the students to be in the following grades: **2, 3, 4, and 5**.

- Include in the file data for **all students in the age group**, even those students who typically may be excluded from other testing programs, such as students with IEPs (SD) and English language learners (ELL). Make sure there are no duplicate students in your file.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.

- If this is a year-round school,<sup>3</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the 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
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2010	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female

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

Excel Header/ Field Name	NAEP Values	Comments
<b>Race/Ethnicity - one column</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Hispanic, of any race:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>White, not Hispanic:</b> A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East</li> <li>• <b>Black or African American, not Hispanic:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>Asian, not Hispanic:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>American Indian or Alaska Native, not Hispanic:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>Native Hawaiian or Pacific Islander, not Hispanic:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>Two or More Races, not Hispanic:</b> A person who identifies with two or more of the non-Hispanic categories above</li> <li>• <b>School does not collect this information:</b> Available to nonpublic schools only. When used, this code must be applied to all students</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>Students with Disabilities (SD)</b>	School defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>English Language Learner (ELL)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, ELL</b></li> <li>• <b>No, Not ELL</b></li> <li>• <b>No, Formerly ELL:</b> If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round

Excel Header/ Field Name	NAEP Values	Comments
<b>Student ZIP Code</b>	<ul style="list-style-type: none"> <li>Numeric only</li> </ul>	If available; format can be 5 digits or 5 plus 4

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

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

### Step 3 – E-File

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

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

MyNAEP For Schools

District: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT (TX)

Welcome  
Texas State-Coordinator  
CARTHAGE PRI

Help | Contact Us | My Account | Logout | Return to jcoleman  
Age 9 Assessment: 2/25/2020

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, October 28th**.

Please have all data submitted by **Friday, November 22nd**.

- 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 School's List of Students?

E-File  
(See E-File Instructional Documents)

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 **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:

- 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:

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
<a href="#">GRADE</a>	Your Column Contains... <input type="button" value="v"/>	
<a href="#">MOB</a>	Your Column Contains... <input type="button" value="v"/>	
<a href="#">YOB</a>	Your Column Contains... <input type="button" value="v"/>	
<a href="#">SEX</a>	Your Column Contains... <input type="button" value="v"/>	
<a href="#">SD</a>	Your Column Contains... <input type="button" value="v"/>	
<a href="#">ELL</a>	Your Column Contains... <input type="button" value="v"/>	
<a href="#">RACE</a>	Your Column Contains... <input type="button" value="v"/>	
<a href="#">FirstName</a>	Your Column Contains... <input type="button" value="v"/>	
<a href="#">Last Name</a>	Your Column Contains... <input type="button" value="v"/>	

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

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, [click here](#).



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

**Sex**

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

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

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

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

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

### 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%.

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.

## 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
<b>Grade</b>		
Grade 3	67	10.57%
Grade 4	473	74.61%
Grade 5	94	14.83%
<b>Sex</b>		
Male	312	49.21%
Female	322	50.79%
<b>Student with a Disability</b>		
Yes, IEP	83	13.09%
No, not SD	545	85.96%
Information unavailable at this time	6	0.95%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
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%
<b>Total Enrollment:</b>	<b>634</b>	

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

Exit

Back

Print

Submit

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

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

# NAEP 2019-2020 LTT 9 Instructions for Preparing and Submitting an Electronic File of Students (Two Columns Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

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

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **January 1, 2010** and **December 31, 2010**. Students may be in any grade, however, we expect most of the students to be in the following grades: **2, 3, 4, and 5**.

- Include in the file data for **all students in the age group**, even those students who typically may be excluded from other testing programs, such as students with IEPs (SD) and English language learners (ELL). Make sure there are no duplicate students in your file.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.

- If this is a year-round school,<sup>4</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. 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
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2010	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female
<b>Ethnicity (Hispanic or not)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, Hispanic:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>No, Not Hispanic</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric

<sup>4</sup> In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.

Excel Header/ Field Name	NAEP Values	Comments
<b>Race</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</li> <li>• <b>Black or African American:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>Native Hawaiian or Pacific Islander:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>Two or More Races:</b> A person who identifies with two or more of the race categories above</li> <li>• <b>School does not collect this information:</b> Available to nonpublic schools only. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>National School Lunch Program (NSLP)</b>	<p>School defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Student not eligible to participate:</b> Student is not eligible for free or reduced-price lunch</li> <li>• <b>Free lunch:</b> Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as “free lunch.”<sup>5</sup></li> <li>• <b>Reduced price lunch:</b> Student is eligible for reduced-price lunch</li> <li>• <b>School not participating:</b> School does not participate in the NSLP. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric

<sup>5</sup> If it is not possible to distinguish between “free” and “reduced-price” for some students, code these students as eligible for free lunch.

Excel Header/ Field Name	NAEP Values	Comments																
	<p><b><i>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.</i></b></p> <p>-----</p> <p style="text-align: center;">-----</p> <p style="text-align: center;"><b>CEP Direct Only</b></p> <p>In CEP schools in our state, economically disadvantaged students are those who are directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF).</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="418 808 1003 1123"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>2. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>3. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table> <p>-----</p> <p style="text-align: center;">-----</p> <p style="text-align: center;"><b>CEP Direct Certification Plus</b></p> <p>In CEP schools in our state, economically disadvantaged students are identified in two ways: a) directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF); b) through a household income survey.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="418 1539 1003 1854"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>2. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>3. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	
Is the student economically disadvantaged?	How should student be coded on NAEP?																	
1. Yes	1. Eligible for free or reduced price lunch																	
2. No	2. Student not eligible																	
3. Information missing	3. Information unavailable																	
Is the student economically disadvantaged?	How should student be coded on NAEP?																	
1. Yes	1. Eligible for free or reduced price lunch																	
2. No	2. Student not eligible																	
3. Information missing	3. Information unavailable																	



Excel Header/ Field Name	NAEP Values	Comments				
	<p style="text-align: center;"><b>CEP All</b></p> <p>In our state, all students in CEP schools are considered economically disadvantaged.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="415 407 1003 564"> <tr> <td data-bbox="415 407 711 499">Is the student economically disadvantaged?</td> <td data-bbox="711 407 1003 499">How should student be coded on NAEP?</td> </tr> <tr> <td data-bbox="415 499 711 564">1. Yes</td> <td data-bbox="711 499 1003 564">1. Eligible for free lunch</td> </tr> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free lunch	
Is the student economically disadvantaged?	How should student be coded on NAEP?					
1. Yes	1. Eligible for free lunch					
<b>Students with Disabilities (SD)</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric				
<b>English Language Learner (ELL)</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Yes, ELL</b></li> <li>• <b>No, Not ELL</b></li> <li>• <b>No, Formerly ELL:</b> If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric				
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round				
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4				

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

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

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

### Step 3 – E-File

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

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

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo and the text 'MyNAEP For Schools' and 'District: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT (TX)'. The user is logged in as 'Texas State-Coordinator' for 'CARTHAGE PRI'. The left-hand menu has 'Submit Student List' selected. The main content area is titled 'Submit Student List' and contains instructions for the E-Filing process, including dates and a link to a tutorial video. A blue box at the bottom of the main content area contains the text 'E-File' and '(See E-File Instructional Documents)', with a red circle around the 'Start E-Filing Age 9' button.

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

The screenshot shows the 'Submit Student List' page with a checklist titled 'Are You Ready to E-File?'. The checklist includes the following items:

- 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.

At the bottom of the page, there are three buttons: 'Print', 'Continue', and 'Exit'. The 'Continue' button is highlighted with a red circle.

- 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) **Date the list was created; not necessarily today's date**
- Does your student data file contain column headers:  Yes  No **Row 1 of your Excel file contains column names**

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

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

**Select the file name from your computer**

File Name:

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

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

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

Submit Student List

E-File Step 2: Identify Your Column Contents

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
<a href="#">GRADE</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">MOB</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">YOB</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">SEX</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">SD</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">ELL</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">ETHNICITY</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">RACE</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">SCHOOLLUNCH</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">First Name</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">Last Name</a>	Your Column Contains...	<input type="button" value="Clear"/>


When you have identified all of the columns on your list, click the "Next" button to proceed to the next screen. 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 best matches your value.

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



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

**Sex**

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

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

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

Age 9					
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code... <input type="text"/>	312	49.2%
2.		2	Select Code... <input type="text"/>	322	50.8%

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

### Step 5 – Review Warnings and Verify Data

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

# 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

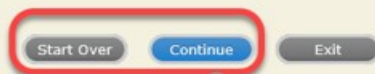
- Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted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

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**.

Grade	Age 9 Students	
	Number	Percentage
<b>Grade</b>		
Grade 3	67	10.57%
Grade 4	473	74.61%
Grade 5	94	14.83%
<b>Sex</b>		
Male	312	49.21%
Female	322	50.79%
<b>Student with a Disability</b>		
Yes, IEP	83	13.09%
No, not SD	545	85.96%
Information unavailable at this time	6	0.95%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
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%
<b>School Lunch</b>		
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%
<b>Total Enrollment:</b>	<b>634</b>	

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

Exit

Back

Print

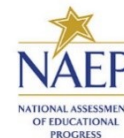
Submit

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

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



# NAEP 2019-2020 LTT 9 Instructions for Preparing and Submitting an Electronic File of Students (Two Columns Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

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

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **January 1, 2010** and **December 31, 2010**. Students may be in any grade, however, we expect most of the students to be in the following grades: **2, 3, 4, and 5**.

- Include in the file data for **all students in the age group**, even those students who typically may be excluded from other testing programs, such as students with IEPs (SD) and English language learners (ELL). Make sure there are no duplicate students in your file.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.

- If this is a year-round school,<sup>6</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. 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
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2010	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female
<b>Ethnicity (Hispanic or not)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, Hispanic:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>No, Not Hispanic</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric

<sup>6</sup> In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.

Excel Header/ Field Name	NAEP Values	Comments
<b>Race</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</li> <li>• <b>Black or African American:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>Native Hawaiian or Pacific Islander:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>Two or More Races:</b> A person who identifies with two or more of the race categories above</li> <li>• <b>School does not collect this information:</b> Available to nonpublic schools only. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>Students with Disabilities (SD)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>English Language Learner (ELL)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, ELL</b></li> <li>• <b>No, Not ELL</b></li> <li>• <b>No, Formerly ELL:</b> If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4

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

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

### Step 3 – E-File

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

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

The screenshot displays the MyNAEP For Schools website. At the top, the NAEP logo is on the left, and the user's name, 'Texas State-Coordinator, CARTHAGE PRI', is in the center. The right side of the header includes links for 'Help', 'Contact Us', 'My Account', 'Logout', and 'Return to jcoleman', along with the current assessment date: 'Age 9 Assessment: 2/25/2020'. The left-hand navigation menu is active, with 'Submit Student List' highlighted. The main content area is titled 'Submit Student List' and provides instructions for E-filing, including a deadline of Friday, November 22nd. A red box highlights the 'Start E-Filing Age 9' button at the bottom of the page.

- 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)
  - Homerroom 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: Upload Your File

Welcome, **State**. Exit

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:  **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".

[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
<a href="#">GRADE</a>	Your Column Contains...	
<a href="#">MOB</a>	Your Column Contains...	
<a href="#">YOB</a>	Your Column Contains...	
<a href="#">SEX</a>	Your Column Contains...	
<a href="#">SD</a>	Your Column Contains...	
<a href="#">ELL</a>	Your Column Contains...	
<a href="#">RACE</a>	Your Column Contains...	
<a href="#">Ethnicity</a>	Your Column Contains...	
<a href="#">FirstName</a>	Your Column Contains...	
<a href="#">Last Name</a>	Your Column Contains...	

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


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  below. To view the worksheet containing all of your student data, [click here](#).



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

**Sex**

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

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

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

Age 9					
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code... <input type="button" value="v"/>	312	49.2%
2.		2	Select Code... <input type="button" value="v"/>	322	50.8%

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

### Step 5 – Review Warnings and Verify Data

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

## 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%.

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.



## 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
<b>Grade</b>		
Grade 3	67	10.57%
Grade 4	473	74.61%
Grade 5	94	14.83%
<b>Sex</b>		
Male	312	49.21%
Female	322	50.79%
<b>Student with a Disability</b>		
Yes, IEP	83	13.09%
No, not SD	545	85.96%
Information unavailable at this time	6	0.95%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
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%
<b>Total Enrollment:</b>	<b>634</b>	

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

Exit

Back

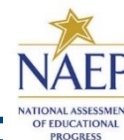
Print

Submit

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

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

# NAEP 2019-2020 LTT 9 Instructions for Preparing and Submitting an Electronic File of Students (Six Columns Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Unique Student ID	Student First Name	Student Middle Name	Student Last Name	Grade	Homeroom or Other Locator	Month of Birth	Year of Birth	Sex	Student with a Disability	English Language Learner	Ethnicity (Hispanic or Non-Hispanic)	White	Black or African American	Asian	American Indian or AK Native	Native Hawaiian or Pac Islander	School Lunch	On-Break Indicator	Student ZIP code

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **January 1, 2010** and **December 31, 2010**. Students may be in any grade, however, we expect most of the students to be in the following grades: **2, 3, 4, and 5**.

- Include in the file data for **all students in the age group**, even those students who typically may be excluded from other testing programs, such as students with IEPs (SD) and English language learners (ELL). Make sure there are no duplicate students in your file.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.

- If this is a year-round school,<sup>7</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. 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
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2010	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female
<b>Ethnicity (Hispanic or not)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, Hispanic:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>No, Not Hispanic</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

<sup>7</sup> In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.

Excel Header/ Field Name	NAEP Values	Comments
<b>Race: White</b>	<ul style="list-style-type: none"> <li>• <b>Yes, White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</li> <li>• <b>No, not White</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: Black or African American</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Black:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>No, not Black</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: Asian</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>No, not Asian</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: American Indian or Alaska Native</b>	<ul style="list-style-type: none"> <li>• <b>Yes, American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>No, not American Indian or Alaska Native</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

Excel Header/ Field Name	NAEP Values	Comments
<b>Race: Native Hawaiian or Pacific Islander</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Native Hawaiian or Pacific Islander:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>No, not Native Hawaiian or Pacific Islander</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>National School Lunch Program (NSLP)</b>	<p>School defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Student not eligible to participate:</b> Student is not eligible for free or reduced-price lunch</li> <li>• <b>Free lunch:</b> Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as “free lunch.”<sup>8</sup></li> <li>• <b>Reduced price lunch:</b> Student is eligible for reduced-price lunch</li> <li>• <b>School not participating:</b> School does not participate in the NSLP. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul> <p><b>SPECIAL INSTRUCTIONS FOR CEP SCHOOLS:</b>  <b>If your school participates in the Community Eligibility Provision (CEP), note that for NAEP, only students who are economically disadvantaged students can be classified as eligible for free or reduced-price lunch.</b></p> <p>-----  -----</p>	Use <b>ONE</b> code per student, text or numeric

<sup>8</sup> If it is not possible to distinguish between “free” and “reduced-price” for some students, code these students as eligible for free lunch

Excel Header/ Field Name	NAEP Values	Comments																
	<p style="text-align: center;"><b>CEP Direct Only</b></p> <p>In CEP schools in our state, economically disadvantaged students are those who are directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF).</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="423 533 1008 848"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>2. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>3. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table> <p style="text-align: center;"><b>CEP Direct Certification Plus</b></p> <p>In CEP schools in our state, economically disadvantaged students are identified in two ways: a) directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF); b) through a household income survey.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="423 1234 1008 1549"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>2. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>3. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table> <p style="text-align: center;">----- -----</p>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	
Is the student economically disadvantaged?	How should student be coded on NAEP?																	
1. Yes	1. Eligible for free or reduced price lunch																	
2. No	2. Student not eligible																	
3. Information missing	3. Information unavailable																	
Is the student economically disadvantaged?	How should student be coded on NAEP?																	
1. Yes	1. Eligible for free or reduced price lunch																	
2. No	2. Student not eligible																	
3. Information missing	3. Information unavailable																	

Excel Header/ Field Name	NAEP Values	Comments				
	<p style="text-align: center;"><b>CEP All</b></p> <p>In our state, all students in CEP schools are considered economically disadvantaged.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="423 411 1008 569"> <tr> <td data-bbox="423 411 716 506">Is the student economically disadvantaged?</td> <td data-bbox="716 411 1008 506">How should student be coded on NAEP?</td> </tr> <tr> <td data-bbox="423 506 716 569">1. Yes</td> <td data-bbox="716 506 1008 569">1. Eligible for free lunch</td> </tr> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free lunch	
Is the student economically disadvantaged?	How should student be coded on NAEP?					
1. Yes	1. Eligible for free lunch					
<b>Students with Disabilities (SD)</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric				
<b>English Language Learner (ELL)</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Yes, ELL</b></li> <li>• <b>No, Not ELL</b></li> <li>• <b>No, Formerly ELL:</b> If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric				
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round				
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4				



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

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

### Step 3 – E-File

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

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

The screenshot shows the MyNAEP For Schools website interface. At the top, there is a header with the NAEP logo on the left, the text "MyNAEP For Schools" in the center, and "District: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT (TX)" on the right. Below the header, a blue navigation bar contains "Welcome Texas State-Coordinator CARTHAGE PRI" and links for "Help", "Contact Us", "My Account", "Logout", and "Return to jcoleman". A status indicator shows "Age 9 Assessment: 2/25/2020".

The main content area is titled "Submit Student List" and contains the following text: "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, October 28th**. Please have all data submitted by **Friday, November 22nd**." Below this, there are links for "E-Filing Instructions" and "E-Filing Excel Template". A note states: "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](#)."

At the bottom of the page, there is a section titled "How Do I Submit My School's List of Students?" with a sub-section for "E-File" (with a link to "See E-File Instructional Documents"). A red circle highlights the "Start E-Filing Age 9" button.

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

## Submit Student List

### Are You Ready to E-File?

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

- Read the **NAEP 2020 Instructions for Preparing an Electronic File of Students**, provided on the MyNAEP "Submit Student List" page;
- Create a student data file in Excel format using the **NAEP 2020 E-File Excel Template**, provided on the MyNAEP "Submit Student List" page, or acquire a student data file in Excel format in which the first row contains the appropriate variable names, including the correct number of race/ethnicity columns;
- Ensure that your student data file contains one column for each of the variables detailed in the **NAEP 2020 Instructions for Preparing an Electronic File of Students**.
  - State Unique Student ID (do not use the student's Social Security number)
  - Student first name
  - Student last name
  - Grade in school (PK-12)
  - Homeroom or other locator information
  - Month of birth (in M or MM number format, not spelled out as in "July") .
  - Year of birth (in YYYY format).
  - Sex
  - SD indicator - to identify Students with a Disability, defined as a student with an Individualized Education Plan (IEP) for reasons other than being gifted and talented
  - ELL indicator - to identify English language learners, as defined by your school
  - Race/Ethnicity - use **SIX** codes (columns) per student, as follows:
    - Ethnicity (Hispanic or not)
    - White
    - Black or African American
    - Asian
    - American Indian or Alaska Native
    - Native Hawaiian or Pacific Islander
  - National School Lunch Program eligibility indicator
  - On-break indicator
    - If you are submitting an E-File for a *year-round school*: this indicator identifies students who will be on-break/on vacation on your school's assessment date. (Please see your MyNAEP home page for assessment date).
    - If you are submitting an E-File for a *non year-round school*: do not provide values for this variable
  - Student Zip Code - include the student zip code, if available

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

Print

Continue

Exit

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

## Submit Student List E-File Step 1: Upload Your File

Exit

Welcome, **State**.

The Four Basic Steps to E-Filing:

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

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

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

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

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

**Select the file name  
from your computer**

File Name:

Browse...

Upload

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

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

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

**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
<a href="#">GRADE</a>	Your Column Contains...	
<a href="#">MOB</a>	Your Column Contains...	
<a href="#">YOB</a>	Your Column Contains...	
<a href="#">SEX</a>	Your Column Contains...	
<a href="#">SD</a>	State Unique Student ID	
<a href="#">ELL</a>	Student Name: First	
<a href="#">HISP</a>	Student Name: Middle	
<a href="#">WH</a>	Student Name: Last	
<a href="#">BL</a>	Grade	
<a href="#">AS</a>	Homeroom or Other Locator	
<a href="#">AI</a>	Birth Date: Month of Birth	
<a href="#">PI</a>	Birth Date: Year of Birth	
<a href="#">SCHOOLLUNCH</a>	Sex	
<a href="#">First Name</a>	Student with a Disability	
<a href="#">Last Name</a>	English Language Learner	
	Hispanic, of any race	
	White	
	Black or African American	
	Asian	
	Native Hawaiian or Pacific Islander	
	American Indian or Alaska Native	
	School Lunch	
	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  below. To view the worksheet containing all of your student data, [click here](#).



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

#### Sex

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

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

Your File Contains 2 Value(s)

Age 9					
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code... <input type="text"/>	312	49.2%
2.		2	Select Code... <input type="text"/>	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.

## 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%.

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.

## 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
<b>Grade</b>		
Grade 3	67	10.57%
Grade 4	473	74.61%
Grade 5	94	14.83%
<b>Sex</b>		
Male	312	49.21%
Female	322	50.79%
<b>Student with a Disability</b>		
Yes, IEP	83	13.09%
No, not SD	545	85.96%
Information unavailable at this time	6	0.95%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
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%
<b>School Lunch</b>		
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%
<b>Total Enrollment:</b>	<b>634</b>	

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

Exit

Back

Print

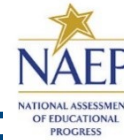
Submit

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

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



# NAEP 2019-2020 LTT 9 Instructions for Preparing and Submitting an Electronic File of Students (Six Columns Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Unique Student ID	Student First Name	Student Middle Name	Student Last Name	Grade	Homeroom or Other Locator	Month of Birth	Year of Birth	Sex	Student with a Disability	English Language Learner	Ethnicity (Hispanic or Non-Hispanic)	White	Black or African American	Asian	American Indian or AK Native	Native Hawaiian or Pac Islander	On-Break Indicator	Student ZIP code

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **January 1, 2010** and **December 31, 2010**. Students may be in any grade, however, we expect most of the students to be in the following grades: **2, 3, 4, and 5**.

- Include in the file data for **all students in the age group**, even those students who typically may be excluded from other testing programs, such as students with IEPs (SD) and English language learners (ELL). Make sure there are no duplicate students in your file.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.

- If this is a year-round school,<sup>9</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. 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
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2010	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female
<b>Ethnicity (Hispanic or not)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, Hispanic:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>No, Not Hispanic</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: White</b>	<ul style="list-style-type: none"> <li>• <b>Yes, White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</li> <li>• <b>No, not White</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

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

Excel Header/ Field Name	NAEP Values	Comments
<b>Race: Black or African American</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Black:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>No, not Black</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: Asian</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>No, not Asian</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: American Indian or Alaska Native</b>	<ul style="list-style-type: none"> <li>• <b>Yes, American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>No, not American Indian or Alaska Native</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: Native Hawaiian or Pacific Islander</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Native Hawaiian or Pacific Islander:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>No, not Native Hawaiian or Pacific Islander</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Students with Disabilities (SD)</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric

Excel Header/ Field Name	NAEP Values	Comments
<b>English Language Learner (ELL)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <i>Yes, ELL</i></li> <li>• <i>No, Not ELL</i></li> <li>• <i>No, Formerly ELL</i>: If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <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.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4

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

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

#### Step 3 – E-File

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

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

The screenshot shows the MyNAEP For Schools website interface. At the top left is the NAEP logo (National Assessment of Educational Progress). The header includes 'MyNAEP For Schools' and 'District: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT (TX)'. A blue navigation bar contains 'Welcome Texas State-Coordinator CARTHAGE PRI' and 'Age 9 Assessment: 2/25/2020'. A left-hand menu lists: Home, Provide School Information, Submit Student List (highlighted), Prepare for Assessment, Support Assessment Activities, and Wrap Up. The main content area is titled 'Submit Student List' and contains the following text: '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, October 28th**. Please have all data submitted by **Friday, November 22nd**.' It lists links for 'E-Filing Instructions' and 'E-Filing Excel Template'. Below this is a section titled 'How Do I Submit My School's List of Students?' with an 'E-File' sub-section (with a link to 'See E-File Instructional Documents') and a prominent blue button labeled 'Start E-Filing Age 9' which is circled in red.

- 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

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

## Submit Student List E-File Step 1: Upload Your File

Exit

Welcome, **State**.

The Four Basic Steps to E-Filing:

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

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

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

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

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

**Select the file name  
from your computer**

File Name:

Browse...

Upload

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

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

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

### 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
<a href="#">GRADE</a>	Your Column Contains... ▼	
<a href="#">MOB</a>	Your Column Contains... ▼	
<a href="#">YOB</a>	Your Column Contains... ▼	
<a href="#">SEX</a>	Your Column Contains... ▼	
<a href="#">SD</a>	Your Column Contains... ▼	
<a href="#">ELL</a>	Your Column Contains... ▼	
<a href="#">Ethnicity</a>	Your Column Contains... ▼	
<a href="#">black</a>	Your Column Contains... ▼	
<a href="#">white</a>	Your Column Contains... ▼	
<a href="#">Asian</a>	Your Column Contains... ▼	
<a href="#">AI</a>	Your Column Contains... ▼	
<a href="#">PI</a>	Your Column Contains... ▼	
<a href="#">FirstName</a>	Your Column Contains... ▼	
<a href="#">Last Name</a>	Your Column Contains... ▼	

When you have identified all of the columns on your list, click the "Next" button to proceed to the next step. The following screen will be displayed.




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

### Submit Student List

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

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

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



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

**Sex**

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

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

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

Age 9					
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code... <input type="text"/>	312	49.2%
2.		2	Select Code... <input type="text"/>	322	50.8%

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

#### **Step 5 – Review Warnings and Verify Data**

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

# 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%.

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
<b>Grade</b>		
Grade 3	67	10.57%
Grade 4	473	74.61%
Grade 5	94	14.83%
<b>Sex</b>		
Male	312	49.21%
Female	322	50.79%
<b>Student with a Disability</b>		
Yes, IEP	83	13.09%
No, not SD	545	85.96%
Information unavailable at this time	6	0.95%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
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%
<b>Total Enrollment:</b>	<b>634</b>	

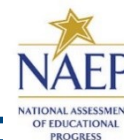
- Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.
   
 Information is **INCORRECT**.

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

## **Appendix H2-2: 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 Students (One Column Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

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

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **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,<sup>10</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. 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
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2006	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female

<sup>10</sup> In year-round schools, students attend classes throughout the 12 calendar months, unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.



Excel Header/ Field Name	NAEP Values	Comments
<b>Race/Ethnicity - one column</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Hispanic, of any race:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>White, not Hispanic:</b> A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East</li> <li>• <b>Black or African American, not Hispanic:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>Asian, not Hispanic:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>American Indian or Alaska Native, not Hispanic:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>Native Hawaiian or Pacific Islander, not Hispanic:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>Two or More Races, not Hispanic:</b> A person who identifies with two or more of the non-Hispanic categories above</li> <li>• <b>School does not collect this information:</b> Available to nonpublic schools only. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>National School Lunch Program (NSLP)</b>	<p>School defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Student not eligible to participate:</b> Student is not eligible for free or reduced-price lunch</li> <li>• <b>Free lunch:</b> Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as “free lunch.”<sup>11</sup></li> <li>• <b>Reduced-price lunch:</b> Student is eligible for reduced-price lunch</li> <li>• <b>School not participating:</b> School does not participate in the NSLP. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul> <p><b>SPECIAL INSTRUCTIONS FOR CEP SCHOOLS: 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.</b></p> <p>----- -----</p>	Use <b>ONE</b> code per student, text or numeric

<sup>11</sup> If it is not possible to distinguish between “free” and “reduced-price” for some students, code these students as eligible for free lunch.

Excel Header/ Field Name	NAEP Values	Comments																
	<p style="text-align: center;"><b>CEP Direct Only</b></p> <p>In CEP schools in our state, economically disadvantaged students are those who are directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF).</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="506 468 1092 783"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>2. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>3. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table> <p style="text-align: center;">-----</p> <p style="text-align: center;"><b>CEP Direct Certification Plus</b></p> <p>In CEP schools in our state, economically disadvantaged students are identified in two ways: a) directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF); b) through a household income survey.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="506 1167 1092 1482"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>2. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>3. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	
Is the student economically disadvantaged?	How should student be coded on NAEP?																	
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2. No	2. Student not eligible																	
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2. No	2. Student not eligible																	
3. Information missing	3. Information unavailable																	
	<p style="text-align: center;"><b>CEP All</b></p> <p>In our state, all students in CEP schools are considered economically disadvantaged.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="506 1713 1092 1871"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free lunch</td> </tr> </tbody> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free lunch													
Is the student economically disadvantaged?	How should student be coded on NAEP?																	
1. Yes	1. Eligible for free lunch																	

Excel Header/ Field Name	NAEP Values	Comments
<b>Students with Disabilities (SD)</b>	School defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>English Language Learner (ELL)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, ELL</b></li> <li>• <b>No, Not ELL</b></li> <li>• <b>No, Formerly ELL:</b> If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4

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

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

- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.
- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

### Step 3 – E-File

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

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

The screenshot shows the MyNAEP For Schools website interface. At the top left is the NAEP logo (National Assessment of Educational Progress). The header includes 'MyNAEP For Schools' and 'District: RIVER GROVE SD 85-5 (TX)'. A blue navigation bar contains 'Welcome Texas State-Coordinator CENTER SCHOOL' and links for 'Help', 'Contact Us', 'My Account', 'Logout', and 'Return to jcoleman'. Below this is a sidebar menu with options: Home, Provide School Information, Submit Student List (highlighted), Prepare for Assessment, Support Assessment Activities, and Wrap Up. The main content area is titled 'Submit Student List' and contains the following text: '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](#).' Below this is a section titled 'How Do I Submit My School's List of Students?' with an 'E-File' link (See E-File Instructional Documents) and a red-bordered button labeled '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.”

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

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

Print

Continue

Exit

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

## Submit Student List E-File Step 1: Upload Your File

Exit

Welcome, **State**.

The Four Basic Steps to E-Filing:

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

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

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

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

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

Select the file name  
from your computer

File Name:

Browse...

Upload

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

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

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

## 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
<a href="#">GRADE</a>	Your Column Contains...	
<a href="#">MOB</a>	Your Column Contains...	
<a href="#">YOB</a>	Your Column Contains...	
<a href="#">SEX</a>	Your Column Contains...	
<a href="#">SD</a>	Your Column Contains...	
<a href="#">ELL</a>	Your Column Contains...	
<a href="#">ETHNICITY</a>	Your Column Contains...	
<a href="#">RACE</a>	Your Column Contains...	
<a href="#">SCHOOLLUNCH</a>	Your Column Contains...	
<a href="#">First Name</a>	Your Column Contains...	
<a href="#">Last Name</a>	Your Column Contains...	

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
- Birth Date: Year of Birth
- Sex
- Student with a Disability
- English Language Learner
- Ethnicity (Hispanic or not Hispanic)
- Race
- School Lunch
- Zip Code
- N/A


When you have identified all of the columns on your list, click the "Next" button to proceed to the next screen. 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 best matches your value.

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



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

#### Sex

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

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

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

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

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

## **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%.

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.

## Submit Student List

### E-File Step 4: Verify Your E-File

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

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

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

	Age 13 Students Number	Percentage
<b>Grade</b>		
Grade 7	13	13.4%
Grade 8	76	78.35%
Grade 9	8	8.25%
<b>Sex</b>		
Male	46	47.42%
Female	51	52.58%
<b>Student with a Disability</b>		
Yes, IEP	13	13.4%
No, not SD	82	84.54%
Information unavailable at this time	2	2.06%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
Yes, ELL	5	5.15%
No, not ELL	90	92.78%
No, Formerly ELL	2	2.06%
<b>School Lunch</b>		
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%
<b>Total Enrollment:</b>	<b>97</b>	

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

Exit

Back

Print

Submit

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



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

# NAEP 2019-2020 LTT 13 Instructions for Preparing and Submitting an Electronic File of Students (One Column Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

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

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **January 1, 2006** and **December 31, 2006**. Students may be in any grade, however, we expect most of the students to be in the following grades: **6, 7, 8, and 9**.

- Include in the file data for **all students in the age group**, even those students who typically may be excluded from other testing programs, such as students with IEPs (SD) and English language learners (ELL). Make sure there are no duplicate students in your file.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.

- If this is a year-round school,<sup>12</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. 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:

<b>Excel Header/ Field Name</b>	<b>NAEP Values</b>	<b>Comments</b>
<b>State unique Student ID</b>	N/A	If available; do not use the student's Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2006	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female

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

Excel Header/ Field Name	NAEP Values	Comments
<b>Race/Ethnicity - one column</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Hispanic, of any race:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>White, not Hispanic:</b> A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East</li> <li>• <b>Black or African American, not Hispanic:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>Asian, not Hispanic:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>American Indian or Alaska Native, not Hispanic:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>Native Hawaiian or Pacific Islander, not Hispanic:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>Two or More Races, not Hispanic:</b> A person who identifies with two or more of the non-Hispanic categories above</li> <li>• <b>School does not collect this information:</b> Available to nonpublic schools only. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>Students with Disabilities (SD)</b>	<p>School defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric

Excel Header/ Field Name	NAEP Values	Comments
<b>English Language Learner (ELL)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, ELL</b></li> <li>• <b>No, Not ELL</b></li> <li>• <b>No, Formerly ELL:</b> If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4

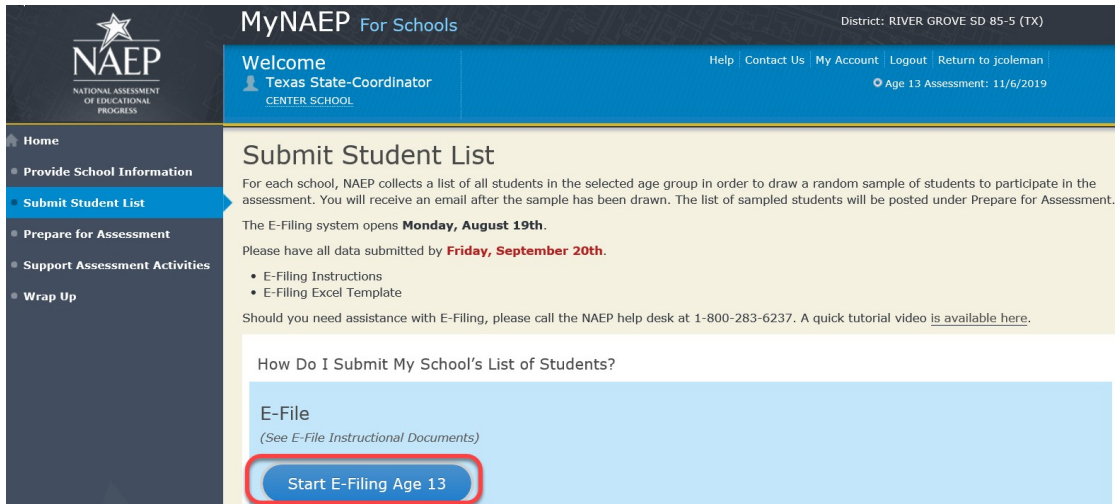
### Tips for ensuring the E-File process goes smoothly:

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

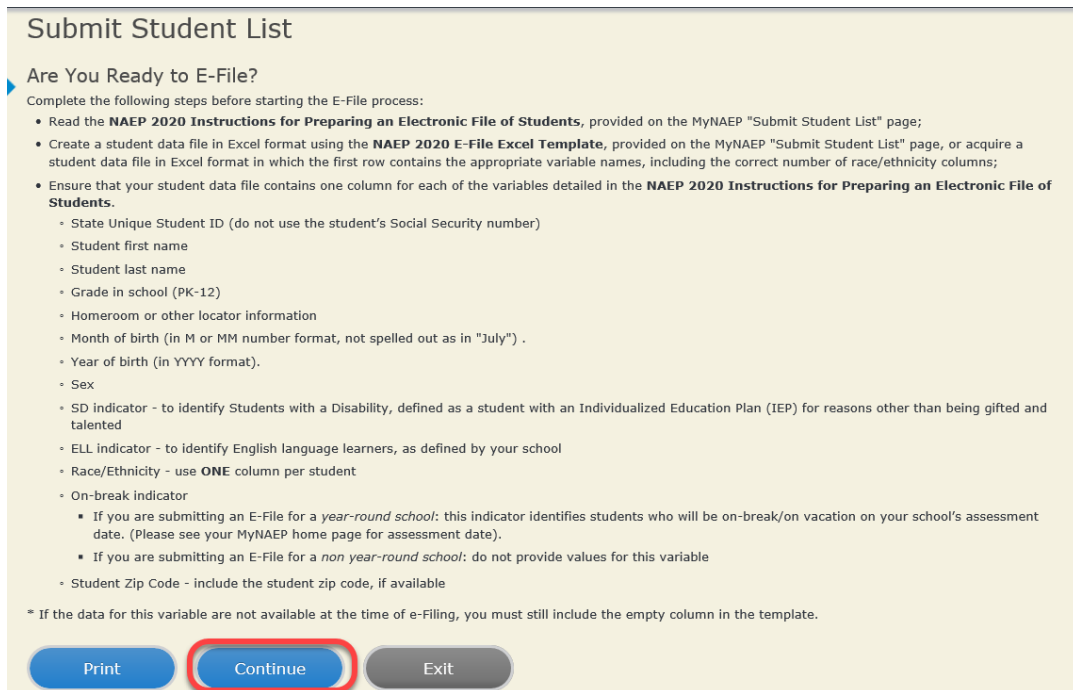
### Step 3 – E-File

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

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



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



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

## 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:  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".**

[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
<a href="#">GRADE</a>	Your Column Contains... <input type="button" value="v"/>	
<a href="#">MOB</a>	Your Column Contains... <input type="button" value="v"/>	
<a href="#">YOB</a>	Your Column Contains... <input type="button" value="v"/>	
<a href="#">SEX</a>	Your Column Contains... <input type="button" value="v"/>	
<a href="#">SD</a>	Your Column Contains... <input type="button" value="v"/>	
<a href="#">ELL</a>	Your Column Contains... <input type="button" value="v"/>	
<a href="#">RACE</a>	Your Column Contains... <input type="button" value="v"/>	
<a href="#">FirstName</a>	Your Column Contains... <input type="button" value="v"/>	
<a href="#">Last Name</a>	Your Column Contains... <input type="button" value="v"/>	

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

values to NAEP Codes. The following


- State Unique Student ID
- Student Name: First
- Student Name: Middle
- Student Name: Last
- Grade
- Homeroom or Other Locator
- Birth Date: Month of Birth
- Birth Date: Year of Birth
- Sex
- Student with a Disability
- English Language Learner
- Race/Ethnicity

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

### Submit Student List

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

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

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



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

**Sex**

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

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

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

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

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

Exit
Back
Next

#### **Step 5 – Review Warnings and Verify Data**

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



# 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%

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**.

	Age 13 Students Number	Percentage
<b>Grade</b>		
Grade 7	13	13.4%
Grade 8	76	78.35%
Grade 9	8	8.25%
<b>Sex</b>		
Male	46	47.42%
Female	51	52.58%
<b>Student with a Disability</b>		
Yes, IEP	13	13.4%
No, not SD	82	84.54%
Information unavailable at this time	2	2.06%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
Yes, ELL	5	5.15%
No, not ELL	90	92.78%
No, Formerly ELL	2	2.06%
<b>Total Enrollment:</b>	<b>97</b>	

- 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

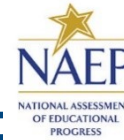
Print

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 Students (Two Columns Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

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

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **January 1, 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,<sup>13</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. 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
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2006	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female
<b>Ethnicity (Hispanic or not)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, Hispanic:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>No, Not Hispanic</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric

<sup>13</sup> In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.

Excel Header/ Field Name	NAEP Values	Comments
<b>Race</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</li> <li>• <b>Black or African American:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>Native Hawaiian or Pacific Islander:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>Two or More Races:</b> A person who identifies with two or more of the race categories above</li> <li>• <b>School does not collect this information:</b> Available to nonpublic schools only. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>National School Lunch Program (NSLP)</b>	School defined codes for: <ul style="list-style-type: none"> <li>• <b>Student not eligible to participate:</b> Student is not eligible for free or reduced-price lunch</li> <li>• <b>Free lunch:</b> Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as “free lunch.”<sup>14</sup></li> <li>• <b>Reduced price lunch:</b> Student is eligible for reduced-price lunch</li> <li>• <b>School not participating:</b> School does not participate in the NSLP. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric

<sup>14</sup> If it is not possible to distinguish between “free” and “reduced-price” for some students, code these students as eligible for free lunch.

Excel Header/ Field Name	NAEP Values	Comments																
	<p><b><i>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.</i></b></p> <p>-----</p> <p style="text-align: center;">-----</p> <p style="text-align: center;"><b>CEP Direct Only</b></p> <p>In CEP schools in our state, economically disadvantaged students are those who are directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF).</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="423 745 1008 1060"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>2. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>3. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table> <p>-----</p> <p style="text-align: center;">-----</p> <p style="text-align: center;"><b>CEP Direct Certification Plus</b></p> <p>In CEP schools in our state, economically disadvantaged students are identified in two ways: a) directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF); b) through a household income survey.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="496 1446 1081 1761"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>2. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>3. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	
Is the student economically disadvantaged?	How should student be coded on NAEP?																	
1. Yes	1. Eligible for free or reduced price lunch																	
2. No	2. Student not eligible																	
3. Information missing	3. Information unavailable																	
Is the student economically disadvantaged?	How should student be coded on NAEP?																	
1. Yes	1. Eligible for free or reduced price lunch																	
2. No	2. Student not eligible																	
3. Information missing	3. Information unavailable																	

Excel Header/ Field Name	NAEP Values	Comments				
	<p style="text-align: center;"><b>CEP All</b></p> <p>In our state, all students in CEP schools are considered economically disadvantaged.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="496 407 1083 564"> <tr> <td data-bbox="496 407 797 499">Is the student economically disadvantaged?</td> <td data-bbox="797 407 1083 499">How should student be coded on NAEP?</td> </tr> <tr> <td data-bbox="496 499 797 564">1. Yes</td> <td data-bbox="797 499 1083 564">1. Eligible for free lunch</td> </tr> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free lunch	
Is the student economically disadvantaged?	How should student be coded on NAEP?					
1. Yes	1. Eligible for free lunch					
<b>Students with Disabilities (SD)</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric				
<b>English Language Learner (ELL)</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Yes, ELL</b></li> <li>• <b>No, Not ELL</b></li> <li>• <b>No, Formerly ELL:</b> If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric				
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round				
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4				

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

- The NAEP E-File template should be used if possible. **Please use it as is.** Do not change the column headers. Student information must begin on the second row. There should be no empty rows between the headings and the student data or within the student data, and no headings within the data.
- If you are not able to use the NAEP E-File Excel Template (for example, because of the way your data system works), the columns in your Excel E-File should have the same, or similar, names but do not have to be in any particular order. You will be able to identify the contents of each column after you have submitted your file. (For example, you will be able to indicate that your column labeled “Gender” is what



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

- Be sure to give your file a unique, descriptive name. Select “File,” then “Save As,” and give it a name such as “Your School Name Age 13.xls.” Should you need to reference your file again, this will help you locate it after E-Filing.
- The first row of data in your file will be read as the column header unless you indicate otherwise on the E-Filing “Welcome” page. Each succeeding row will be considered a student record.
- If you merge or cut and paste data from another Excel file into the template, review the file afterward to be sure there are properly aligned student data in every row and there are no column headers or blank rows in the middle of the data.
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.
- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

### Step 3 – E-File

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

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

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: RIVER GROVE SD 85-5 (TX)'. Below this, a 'Welcome' section identifies the user as 'Texas State-Coordinator' at 'CENTER SCHOOL'. The left-hand menu has 'Submit Student List' selected. The main content area is titled 'Submit Student List' and provides instructions for the E-Filing process, including a deadline of Friday, September 20th. A button labeled 'Start E-Filing Age 13' is highlighted with a red circle.

- 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.”

The screenshot shows a checklist titled 'Are You Ready to E-File?' under the 'Submit Student List' heading. The checklist includes the following items:

- 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.

At the bottom of the page, there are three buttons: 'Print', 'Continue' (circled in red), and '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

Welcome, **State**.

The Four Basic Steps to E-Filing:

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

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

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

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

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

**Select the file name from your computer**

File Name:

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.

Column Heading Is	Your Column Contains	<input type="button" value="Clear"/>
<u>GRADE</u>	Your Column Contains...	▼
<u>MOB</u>	Your Column Contains...	▼
<u>YOB</u>	Your Column Contains...	▼
<u>SEX</u>	Your Column Contains...	▼
<u>SD</u>	State Unique Student ID	
<u>ELL</u>	Student Name: First	
<u>ETHNICITY</u>	Student Name: Middle	
<u>RACE</u>	Student Name: Last	
<u>SCHOOLLUNCH</u>	Grade	
<u>First Name</u>	Homeroom or Other Locator	
<u>Last Name</u>	Birth Date: Month of Birth	
	Birth Date: Year of Birth	
	Sex	
	Student with a Disability	
	English Language Learner	
	Ethnicity (Hispanic or not Hispanic)	
	Race	
	School Lunch	
	Zip Code	
	N/A	

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


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, [click here](#).



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

#### Sex

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

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

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

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

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

Exit

Back

Next

### Step 5 – Review Warnings and Verify Data

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

## 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%

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**.

Grade	Age 13 Students	
	Number	Percentage
<b>Grade</b>		
Grade 7	13	13.4%
Grade 8	76	78.35%
Grade 9	8	8.25%
<b>Sex</b>		
Male	46	47.42%
Female	51	52.58%
<b>Student with a Disability</b>		
Yes, IEP	13	13.4%
No, not SD	82	84.54%
Information unavailable at this time	2	2.06%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
Yes, ELL	5	5.15%
No, not ELL	90	92.78%
No, Formerly ELL	2	2.06%
<b>School Lunch</b>		
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%
<b>Total Enrollment:</b>	<b>97</b>	

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

Exit

Back

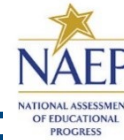
Print

Submit

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

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

# NAEP 2019-2020 LTT 13 Instructions for Preparing and Submitting an Electronic File of Students (Two Columns Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

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

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **January 1, 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,<sup>15</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. 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
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2006	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female
<b>Ethnicity (Hispanic or not)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, Hispanic:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>No, Not Hispanic</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric

<sup>15</sup> In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.

Excel Header/ Field Name	NAEP Values	Comments
<b>Race</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</li> <li>• <b>Black or African American:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>Native Hawaiian or Pacific Islander:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>Two or More Races:</b> A person who identifies with two or more of the race categories above</li> <li>• <b>School does not collect this information:</b> Available to nonpublic schools only. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>Students with Disabilities (SD)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>English Language Learner (ELL)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, ELL</b></li> <li>• <b>No, Not ELL</b></li> <li>• <b>No, Formerly ELL:</b> If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4

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

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

### Step 3 – E-File

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

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

The screenshot shows the MyNAEP For Schools website. The header includes the NAEP logo and the text 'MyNAEP For Schools'. The user is logged in as 'Texas State-Coordinator' at 'CENTER SCHOOL'. The main content area is titled 'Submit Student List' and contains instructions for the E-Filing process. A red circle highlights the 'Start E-Filing Age 13' button at the bottom of the page.

- 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: Upload Your File

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:  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".

[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
<a href="#">GRADE</a>	Your Column Contains...	
<a href="#">MOB</a>	Your Column Contains...	
<a href="#">YOB</a>	Your Column Contains...	
<a href="#">SEX</a>	Your Column Contains...	
<a href="#">SD</a>	Your Column Contains...	
<a href="#">ELL</a>	Your Column Contains...	
<a href="#">RACE</a>	Your Column Contains...	
<a href="#">Ethnicity</a>	Your Column Contains...	
<a href="#">FirstName</a>	Your Column Contains...	
<a href="#">Last Name</a>	Your Column Contains...	


When you have identified all of the columns on your list, click the "Next" button to proceed to the next screen. 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 best matches your value.

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



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

#### Sex

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

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

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

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

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

### Step 5 – Review Warnings and Verify Data

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

## 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

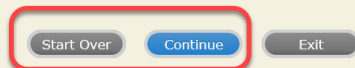
- Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted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

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 13 Students Number	Percentage
<b>Grade</b>		
Grade 7	13	13.4%
Grade 8	76	78.35%
Grade 9	8	8.25%
<b>Sex</b>		
Male	46	47.42%
Female	51	52.58%
<b>Student with a Disability</b>		
Yes, IEP	13	13.4%
No, not SD	82	84.54%
Information unavailable at this time	2	2.06%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
Yes, ELL	5	5.15%
No, not ELL	90	92.78%
No, Formerly ELL	2	2.06%
<b>Total Enrollment:</b>	<b>97</b>	

- 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

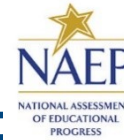
Submit

**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 Students (Six Columns Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Unique Student ID	Student First Name	Student Middle Name	Student Last Name	Grade	Homeroom or Other Locator	Month of Birth	Year of Birth	Sex	Student with a Disability	English Language Learner	Ethnicity (Hispanic or Non-Hispanic)	White	Black or African American	Asian	American Indian or AK Native	Native Hawaiian or Pac Islander	School Lunch	On-Break Indicator	Student ZIP code

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **January 1, 2006** and **December 31, 2006**. Students may be in any grade, however, we expect most of the students to be in the following grades: **6, 7, 8, and 9**.

- Include in the file data for **all students in the age group**, even those students who typically may be excluded from other testing programs, such as students with IEPs (SD) and English language learners (ELL). Make sure there are no duplicate students in your file.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.

- If this is a year-round school,<sup>16</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. 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
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2006	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female
<b>Ethnicity (Hispanic or not)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, Hispanic:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>No, Not Hispanic</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: White</b>	<ul style="list-style-type: none"> <li>• <b>Yes, White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</li> <li>• <b>No, not White</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

<sup>16</sup> In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.

Excel Header/ Field Name	NAEP Values	Comments
<b>Race: Black or African American</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Black:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>No, not Black</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: Asian</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>No, not Asian</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: American Indian or Alaska Native</b>	<ul style="list-style-type: none"> <li>• <b>Yes, American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>No, not American Indian or Alaska Native</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: Native Hawaiian or Pacific Islander</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Native Hawaiian or Pacific Islander:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>No, not Native Hawaiian or Pacific Islander</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

Excel Header/ Field Name	NAEP Values	Comments								
<b>National School Lunch Program (NSLP)</b>	<p>School defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Student not eligible to participate:</b> Student is not eligible for free or reduced-price lunch</li> <li>• <b>Free lunch:</b> Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as “free lunch.”<sup>17</sup></li> <li>• <b>Reduced price lunch:</b> Student is eligible for reduced-price lunch</li> <li>• <b>School not participating:</b> School does not participate in the NSLP. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul> <p><b><i>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.</i></b></p> <p>-----</p> <p style="text-align: center;">-----</p> <p style="text-align: center;"><b>CEP Direct Only</b></p> <p>In CEP schools in our state, economically disadvantaged students are those who are directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF).</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="423 1266 1008 1581"> <thead> <tr> <th data-bbox="423 1266 716 1360">Is the student economically disadvantaged?</th> <th data-bbox="716 1266 1008 1360">How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td data-bbox="423 1360 716 1455">1. Yes</td> <td data-bbox="716 1360 1008 1455">1. Eligible for free or reduced price lunch</td> </tr> <tr> <td data-bbox="423 1455 716 1518">2. No</td> <td data-bbox="716 1455 1008 1518">2. Student not eligible</td> </tr> <tr> <td data-bbox="423 1518 716 1581">3. Information missing</td> <td data-bbox="716 1518 1008 1581">3. Information unavailable</td> </tr> </tbody> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	<p>Use <b>ONE</b> code per student, text or numeric</p>
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									

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

Excel Header/ Field Name	NAEP Values	Comments												
	<p style="text-align: center;"><b>CEP Direct Certification Plus</b></p> <p>In CEP schools in our state, economically disadvantaged students are identified in two ways: a) directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF); b) through a household income survey.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="423 527 1008 842"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>2. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>3. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table> <p style="text-align: center;">-----</p> <p style="text-align: center;"><b>CEP All</b></p> <p>In our state, all students in CEP schools are considered economically disadvantaged.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="391 1136 976 1293"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free lunch</td> </tr> </tbody> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free lunch	
Is the student economically disadvantaged?	How should student be coded on NAEP?													
1. Yes	1. Eligible for free or reduced price lunch													
2. No	2. Student not eligible													
3. Information missing	3. Information unavailable													
Is the student economically disadvantaged?	How should student be coded on NAEP?													
1. Yes	1. Eligible for free lunch													
<b>Students with Disabilities (SD)</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric												

Excel Header/ Field Name	NAEP Values	Comments
<b>English Language Learner (ELL)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <i>Yes, ELL</i></li> <li>• <i>No, Not ELL</i></li> <li>• <i>No, Formerly ELL</i>: If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <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.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4

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

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

### Step 3 – E-File

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

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

The screenshot shows the MyNAEP For Schools website interface. At the top left is the NAEP logo (National Assessment of Educational Progress). The header includes 'MyNAEP For Schools' and 'District: RIVER GROVE SD 85-5 (TX)'. A blue navigation bar contains 'Welcome Texas State-Coordinator CENTER SCHOOL' and links for 'Help', 'Contact Us', 'My Account', 'Logout', and 'Return to jcoleman'. Below this is a 'Age 13 Assessment: 11/6/2019' indicator. A dark sidebar on the left lists menu items: Home, Provide School Information, Submit Student List (highlighted), Prepare for Assessment, Support Assessment Activities, and Wrap Up. The main content area is titled 'Submit Student List' and contains the following text: '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**.' It also lists 'E-Filing Instructions' and 'E-Filing Excel Template', and provides a contact number for assistance: '1-800-283-6237'. A section titled 'How Do I Submit My School's List of Students?' contains an 'E-File' link with a sub-link '(See E-File Instructional Documents)'. At the bottom of this section, a button labeled 'Start E-Filing Age 13' is circled in red.



- 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 "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**

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:  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".

[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
<a href="#">GRADE</a>	Your Column Contains...	
<a href="#">MOB</a>	Your Column Contains...	
<a href="#">YOB</a>	Your Column Contains...	
<a href="#">SEX</a>	Your Column Contains...	
<a href="#">SD</a>	State Unique Student ID	
<a href="#">ELL</a>	Student Name: First	
<a href="#">HISP</a>	Student Name: Middle	
<a href="#">WH</a>	Student Name: Last	
<a href="#">BL</a>	Grade	
<a href="#">AS</a>	Homeroom or Other Locator	
<a href="#">AI</a>	Birth Date: Month of Birth	
<a href="#">PI</a>	Birth Date: Year of Birth	
<a href="#">SCHOOLLUNCH</a>	Sex	
<a href="#">First Name</a>	Student with a Disability	
<a href="#">Last Name</a>	English Language Learner	
	Hispanic, of any race	
	White	
	Black or African American	
	Asian	
	Native Hawaiian or Pacific Islander	
	American Indian or Alaska Native	
	School Lunch	
	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  below. To view the worksheet containing all of your student data, [click here](#).



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

**Sex**

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

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

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

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

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

Exit
Back
Next

### **Step 5 – Review Warnings and Verify Data**

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

## 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%

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**.

Grade	Age 13 Students	
	Number	Percentage
<b>Grade</b>		
Grade 7	13	13.4%
Grade 8	76	78.35%
Grade 9	8	8.25%
<b>Sex</b>		
Male	46	47.42%
Female	51	52.58%
<b>Student with a Disability</b>		
Yes, IEP	13	13.4%
No, not SD	82	84.54%
Information unavailable at this time	2	2.06%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
Yes, ELL	5	5.15%
No, not ELL	90	92.78%
No, Formerly ELL	2	2.06%
<b>School Lunch</b>		
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%
<b>Total Enrollment:</b>	<b>97</b>	

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

Exit

Back

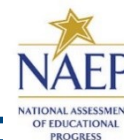
Print

Submit

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

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

# NAEP 2019-2020 LTT 13 Instructions for Preparing and Submitting an Electronic File of Students (Six Columns Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Unique Student ID	Student First Name	Student Middle Name	Student Last Name	Grade	Homeroom or Other Locator	Month of Birth	Year of Birth	Sex	Student with a Disability	English Language Learner	Ethnicity (Hispanic or Non-Hispanic) White		Black or African American	Asian	American Indian or AK Native	Native Hawaiian or Pac Islander	On-Break Indicator	Student ZIP code

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **January 1, 2006** and **December 31, 2006**. Students may be in any grade, however, we expect most of the students to be in the following grades: **6, 7, 8, and 9**.

- Include in the file data for **all students in the age group**, even those students who typically may be excluded from other testing programs, such as students with IEPs (SD) and English language learners (ELL). Make sure there are no duplicate students in your file.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.

- If this is a year-round school,<sup>18</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. 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
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2006	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female
<b>Ethnicity (Hispanic or not)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, Hispanic:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>No, Not Hispanic</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: White</b>	<ul style="list-style-type: none"> <li>• <b>Yes, White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</li> <li>• <b>No, not White</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

<sup>18</sup> In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.



Excel Header/ Field Name	NAEP Values	Comments
<b>Race: Black or African American</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Black:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>No, not Black</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: Asian</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>No, not Asian</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: American Indian or Alaska Native</b>	<ul style="list-style-type: none"> <li>• <b>Yes, American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>No, not American Indian or Alaska Native</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: Native Hawaiian or Pacific Islander</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Native Hawaiian or Pacific Islander:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>No, not Native Hawaiian or Pacific Islander</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Students with Disabilities (SD)</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric

Excel Header/ Field Name	NAEP Values	Comments
<b>English Language Learner (ELL)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <i>Yes, ELL</i></li> <li>• <i>No, Not ELL</i></li> <li>• <i>No, Formerly ELL</i>: If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <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.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4

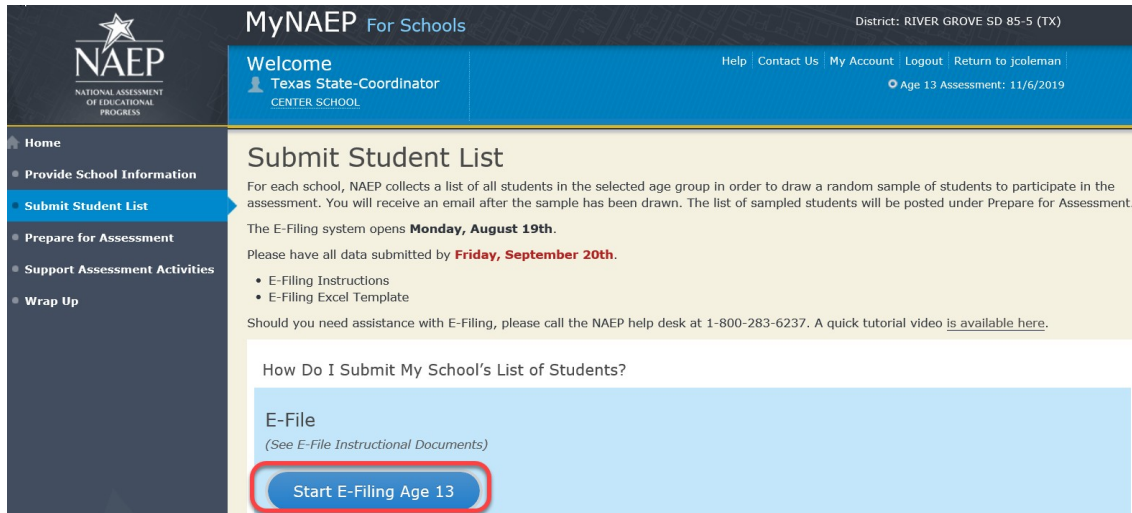
### Tips for ensuring the E-File process goes smoothly:

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

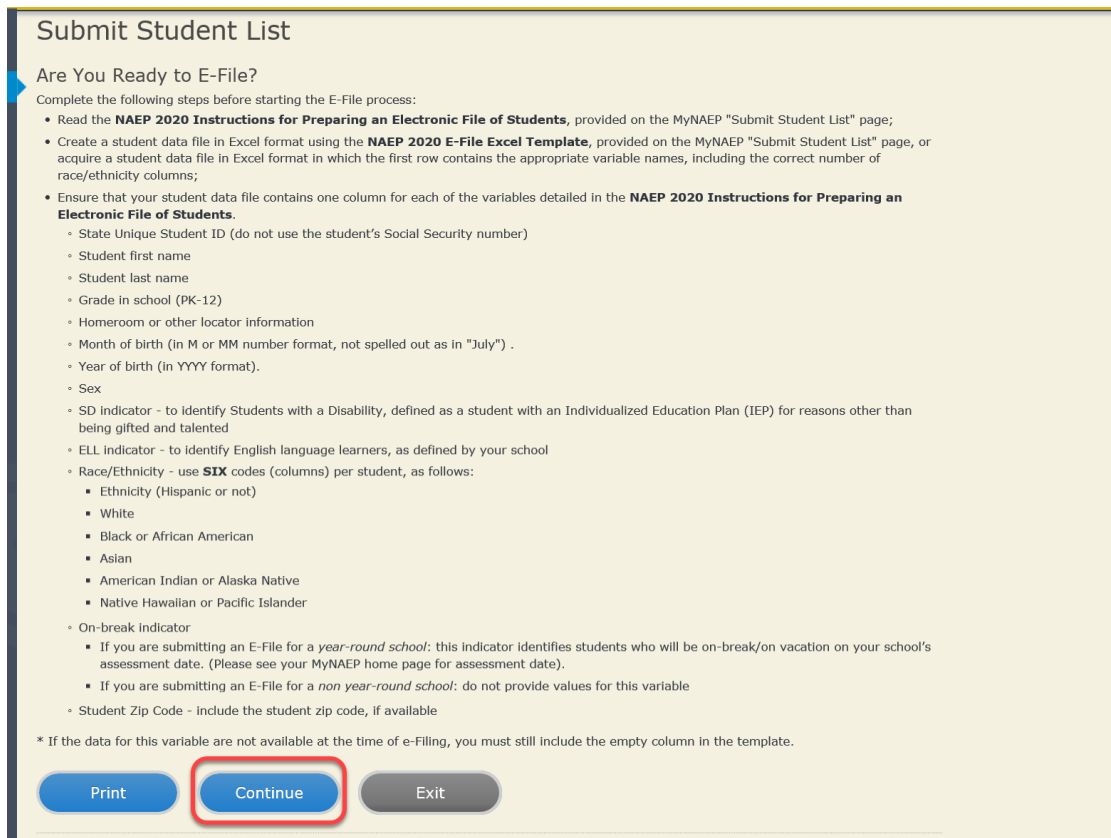
### Step 3 – E-File

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

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



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



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

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

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

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

Select the file name from your computer

File Name:  Browse...

**Upload**

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

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

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

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
<a href="#">GRADE</a>	Your Column Contains...	
<a href="#">MOB</a>	Your Column Contains...	
<a href="#">YOB</a>	Your Column Contains...	
<a href="#">SEX</a>	Your Column Contains...	
<a href="#">SD</a>	Your Column Contains...	
<a href="#">ELL</a>	Your Column Contains...	
<a href="#">Ethnicity</a>	Your Column Contains...	
<a href="#">black</a>	Your Column Contains...	
<a href="#">white</a>	Your Column Contains...	
<a href="#">Asian</a>	Your Column Contains...	
<a href="#">AI</a>	Your Column Contains...	
<a href="#">PI</a>	Your Column Contains...	
<a href="#">FirstName</a>	Your Column Contains...	
<a href="#">Last Name</a>	Your Column Contains...	


When you have identified all of the columns on your list, click the "Next" button to proceed to the next screen. The following screen 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  below. To view the worksheet containing all of your student data, [click here](#).



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

**Sex**

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

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

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

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

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

Exit
Back
Next

#### **Step 5 – Review Warnings and Verify Data**

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

# 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%*

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**.

	Age 13 Students Number	Percentage
<b>Grade</b>		
Grade 7	13	13.4%
Grade 8	76	78.35%
Grade 9	8	8.25%
<b>Sex</b>		
Male	46	47.42%
Female	51	52.58%
<b>Student with a Disability</b>		
Yes, IEP	13	13.4%
No, not SD	82	84.54%
Information unavailable at this time	2	2.06%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
Yes, ELL	5	5.15%
No, not ELL	90	92.78%
No, Formerly ELL	2	2.06%
<b>Total Enrollment:</b>	<b>97</b>	

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

Exit

Back

Print

Submit

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

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



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

# NAEP 2019-2020 LTT 17 Instructions for Preparing and Submitting an Electronic File of Students (One Column Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

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

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **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,<sup>19</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. 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
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2002–2003	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female

<sup>19</sup> In year-round schools, students attend classes throughout the 12 calendar months, unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.

Excel Header/ Field Name	NAEP Values	Comments
<b>Race/Ethnicity - one column</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Hispanic, of any race:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>White, not Hispanic:</b> A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East</li> <li>• <b>Black or African American, not Hispanic:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>Asian, not Hispanic:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>American Indian or Alaska Native, not Hispanic:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>Native Hawaiian or Pacific Islander, not Hispanic:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>Two or More Races, not Hispanic:</b> A person who identifies with two or more of the non-Hispanic categories above</li> <li>• <b>School does not collect this information:</b> Available to nonpublic schools only. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>National School Lunch Program (NSLP)</b>	<p>School defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Student not eligible to participate:</b> Student is not eligible for free or reduced-price lunch</li> <li>• <b>Free lunch:</b> Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as “free lunch.”<sup>20</sup></li> <li>• <b>Reduced-price lunch:</b> Student is eligible for reduced-price lunch</li> <li>• <b>School not participating:</b> School does not participate in the NSLP. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul> <p><b>SPECIAL INSTRUCTIONS FOR CEP SCHOOLS: 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.</b></p> <p>-----</p> <p>-----</p>	Use <b>ONE</b> code per student, text or numeric

<sup>20</sup> If it is not possible to distinguish between “free” and “reduced-price” for some students, code these students as eligible for free lunch.

Excel Header/ Field Name	NAEP Values	Comments																
	<p style="text-align: center;"><b>CEP Direct Only</b></p> <p>In CEP schools in our state, economically disadvantaged students are those who are directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF).</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="505 470 1089 783"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>2. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>3. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table> <p style="text-align: center;">-----</p> <p style="text-align: center;"><b>CEP Direct Certification Plus</b></p> <p>In CEP schools in our state, economically disadvantaged students are identified in two ways: a) directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF); b) through a household income survey.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="505 1169 1089 1482"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>2. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>3. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	
Is the student economically disadvantaged?	How should student be coded on NAEP?																	
1. Yes	1. Eligible for free or reduced price lunch																	
2. No	2. Student not eligible																	
3. Information missing	3. Information unavailable																	
Is the student economically disadvantaged?	How should student be coded on NAEP?																	
1. Yes	1. Eligible for free or reduced price lunch																	
2. No	2. Student not eligible																	
3. Information missing	3. Information unavailable																	

Excel Header/ Field Name	NAEP Values	Comments				
	<p style="text-align: center;"><b>CEP All</b></p> <p>In our state, all students in CEP schools are considered economically disadvantaged.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="505 407 1089 562"> <tr> <td data-bbox="505 407 797 499">Is the student economically disadvantaged?</td> <td data-bbox="797 407 1089 499">How should student be coded on NAEP?</td> </tr> <tr> <td data-bbox="505 499 797 562">1. Yes</td> <td data-bbox="797 499 1089 562">1. Eligible for free lunch</td> </tr> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free lunch	
Is the student economically disadvantaged?	How should student be coded on NAEP?					
1. Yes	1. Eligible for free lunch					
<b>Students with Disabilities (SD)</b>	<p>School defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric				
<b>English Language Learner (ELL)</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Yes, ELL</b></li> <li>• <b>No, Not ELL</b></li> <li>• <b>No, Formerly ELL:</b> If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric				
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round				
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4				

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

- The NAEP E-File template should be used if possible. **Please use it as is.** Do not change the column headers. Student information must begin on the second row. There should be no empty rows between the headings and the student data or within the student data, and no headings within the data.
- If you are not able to use the NAEP E-File Excel Template (for example, because of the way your data system works), the columns in your Excel E-File should have the same, or similar, names but do not have to be in any particular order. You will be able to identify the contents of each column after you have submitted your file. (For example, you will be able to indicate that your column labeled “Gender” is what

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

- Be sure to give your file a unique, descriptive name. Select “File,” then “Save As,” and give it a name such as “Your School Name Age 17.xls.” Should you need to reference your file again, this will help you locate it after E-Filing.
- The first row of data in your file will be read as the column header unless you indicate otherwise on the E-Filing “Welcome” page. Each succeeding row will be considered a student record.
- If you merge or cut and paste data from another Excel file into the template, review the file afterward to be sure there are properly aligned student data in every row and there are no column headers or blank rows in the middle of the data.
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.
- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

### Step 3 – E-File

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

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

The screenshot shows the MyNAEP For Schools website interface. At the top left is the NAEP logo (National Assessment of Educational Progress). The header includes the text 'MyNAEP For Schools' and 'District: MENDON COMMUNITY SCHOOL DISTRICT (TX)'. Below the header, there is a 'Welcome' message for the 'Texas State-Coordinator' at 'BROWNWOOD H.S.'. A navigation menu on the left lists options: Home, Provide School Information, Submit Student List (highlighted), Prepare for Assessment, Support Assessment Activities, and Wrap Up. The main content area is titled 'Submit Student List' and contains the following text: '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 **Thursday, January 2nd**. Please have all data submitted by **Friday, January 31st**.' Below this, there are links for 'E-Filing Instructions' and 'E-Filing Excel Template'. A note states: '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.' A section titled 'How Do I Submit My School's List of Students?' contains an 'E-File' link with '(See E-File Instructional Documents)' below it. At the bottom of this section, a blue button labeled 'Start E-Filing Age 17' is circled in red.

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

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

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

Select the file name from your computer

File Name:

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
<a href="#">GRADE</a>	Your Column Contains...	
<a href="#">MOB</a>	Your Column Contains...	
<a href="#">YOB</a>	Your Column Contains...	
<a href="#">SEX</a>	Your Column Contains...	
<a href="#">SD</a>	Your Column Contains...	
<a href="#">ELL</a>	Your Column Contains...	
<a href="#">ETHNICITY</a>	Your Column Contains...	
<a href="#">RACE</a>	Your Column Contains...	
<a href="#">SCHOOLLUNCH</a>	Your Column Contains...	
<a href="#">First Name</a>	Your Column Contains...	
<a href="#">Last Name</a>	Your Column Contains...	

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

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  below. To view the worksheet containing all of your student data, [click here](#).



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

#### Sex

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

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

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

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

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

Exit Back Next

## Step 5 – Review Warnings and Verify Data

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

## 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.

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**.

	Age 17 Students	
	Number	Percentage
<b>Grade</b>		
Grade 11	194	79.84%
Grade 12	49	20.16%
<b>Sex</b>		
Male	125	51.44%
Female	118	48.56%
<b>Student with a Disability</b>		
Yes, IEP	24	9.88%
No, not SD	216	88.89%
Information unavailable at this time	3	1.23%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
Yes, ELL	9	3.7%
No, not ELL	226	93%
No, Formerly ELL	8	3.29%
<b>School Lunch</b>		
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%
<b>Total Enrollment:</b>	<b>243</b>	

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

Information is **INCORRECT**.

Exit Back Print **Submit**

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

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

# NAEP 2019-2020 LTT 17 Instructions for Preparing and Submitting an Electronic File of Students (One Column Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

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

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **October 1, 2002** and **September 30, 2003**. Students may be in any grade, however, we expect most of the students to be in the following grades: **9, 10, 11, and 12**.

- Include in the file data for **all students in the age group**, even those students who typically may be excluded from other testing programs, such as students with IEPs (SD) and English language learners (ELL). Make sure there are no duplicate students in your file.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.

- If this is a year-round school,<sup>21</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. 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
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2002–2003	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female

<sup>21</sup> In year-round schools, students attend classes throughout the 12 calendar months, unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.

Excel Header/ Field Name	NAEP Values	Comments
<b>Race/Ethnicity - one column</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Hispanic, of any race:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>White, not Hispanic:</b> A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East</li> <li>• <b>Black or African American, not Hispanic:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>Asian, not Hispanic:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>American Indian or Alaska Native, not Hispanic:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>Native Hawaiian or Pacific Islander, not Hispanic:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>Two or More Races, not Hispanic:</b> A person who identifies with two or more of the non-Hispanic categories above</li> <li>• <b>School does not collect this information:</b> Available to nonpublic schools only. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>Students with Disabilities (SD)</b>	<p>School defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>English Language Learner (ELL)</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Yes, ELL</b></li> <li>• <b>No, Not ELL</b></li> <li>• <b>No, Formerly ELL:</b> If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric

Excel Header/ Field Name	NAEP Values	Comments
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4

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

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

### Step 3 – E-File

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

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



MyNAEP For Schools District: MENDON COMMUNITY SCHOOL DISTRICT (TX)

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Age 17 Assessment: 3/18/2020

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 **Thursday, January 2nd**.

Please have all data submitted by **Friday, January 31st**.

- 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 School's List of Students?

E-File  
(See E-File Instructional Documents)

**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.”

## 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  No **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:

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
<a href="#">GRADE</a>	Your Column Contains... ▼	
<a href="#">MOB</a>	Your Column Contains... ▼	
<a href="#">YOB</a>	Your Column Contains... ▼	
<a href="#">SEX</a>	Your Column Contains... ▼	
<a href="#">SD</a>	Your Column Contains... ▼	
<a href="#">ELL</a>	Your Column Contains... ▼	
<a href="#">RACE</a>	Your Column Contains... ▼	
<a href="#">FirstName</a>	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 Birth Date: Year of Birth Sex Student with a Disability English Language Learner Race/Ethnicity	
<a href="#">Last Name</a>		

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


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, [click here](#).



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

**Sex**

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

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

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

Age 17					
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code... <input type="text"/>	125	51.4%
2.		2	Select Code... <input type="text"/>	118	48.6%

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

#### **Step 5 – Review Warnings and Verify Data**

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

# 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
<b>Grade</b>		
Grade 11	194	79.84%
Grade 12	49	20.16%
<b>Sex</b>		
Male	125	51.44%
Female	118	48.56%
<b>Student with a Disability</b>		
Yes, IEP	24	9.88%
No, not SD	216	88.89%
Information unavailable at this time	3	1.23%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
Yes, ELL	9	3.7%
No, not ELL	226	93%
No, Formerly ELL Information unavailable at this time	8	3.29%
<b>Total Enrollment:</b>	<b>243</b>	

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

Exit

Back

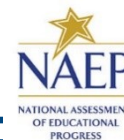
Print

Submit

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

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

# NAEP 2019-2020 LTT 17 Instructions for Preparing and Submitting an Electronic File of Students (Two Columns Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

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

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **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,<sup>22</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the age group. The NAEP E-File Excel Template contains an “On Break” column you will use to identify those students who will be on break/on vacation by filling in “Yes.” (If you are not using the template, be sure to create and provide data for an “On Break” column in your file.)

Your Excel file must contain the following data:

Excel Header/ Field Name	NAEP Values	Comments
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2002–2003	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female
<b>Ethnicity (Hispanic or not)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, Hispanic:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>No, Not Hispanic</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric

<sup>22</sup> In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.



Excel Header/ Field Name	NAEP Values	Comments
<b>Race</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</li> <li>• <b>Black or African American:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>Native Hawaiian or Pacific Islander:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>Two or More Races:</b> A person who identifies with two or more of the race categories above</li> <li>• <b>School does not collect this information:</b> Available to nonpublic schools only. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>National School Lunch Program (NSLP)</b>	School defined codes for: <ul style="list-style-type: none"> <li>• <b>Student not eligible to participate:</b> Student is not eligible for free or reduced-price lunch</li> <li>• <b>Free lunch:</b> Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as “free lunch.”<sup>23</sup></li> <li>• <b>Reduced price lunch:</b> Student is eligible for reduced-price lunch</li> <li>• <b>School not participating:</b> School does not participate in the NSLP. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul> <p><b>SPECIAL INSTRUCTIONS FOR CEP SCHOOLS: 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.</b></p> <p>----- -----</p>	Use <b>ONE</b> code per student, text or numeric

<sup>23</sup> If it is not possible to distinguish between “free” and “reduced-price” for some students, code these students as eligible for free lunch.

Excel Header/ Field Name	NAEP Values	Comments																
	<p style="text-align: center;"><b>CEP Direct Only</b></p> <p>In CEP schools in our state, economically disadvantaged students are those who are directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF).</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="498 470 1083 783"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>2. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>3. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table> <p style="text-align: center;">-----</p> <p style="text-align: center;"><b>CEP Direct Certification Plus</b></p> <p>In CEP schools in our state, economically disadvantaged students are identified in two ways: a) directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF); b) through a household income survey.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="498 1169 1083 1482"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>2. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>3. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	
Is the student economically disadvantaged?	How should student be coded on NAEP?																	
1. Yes	1. Eligible for free or reduced price lunch																	
2. No	2. Student not eligible																	
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1. Yes	1. Eligible for free or reduced price lunch																	
2. No	2. Student not eligible																	
3. Information missing	3. Information unavailable																	
	<p style="text-align: center;"><b>CEP All</b></p> <p>In our state, all students in CEP schools are considered economically disadvantaged.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="498 1715 1083 1871"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free lunch</td> </tr> </tbody> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free lunch													
Is the student economically disadvantaged?	How should student be coded on NAEP?																	
1. Yes	1. Eligible for free lunch																	

Excel Header/ Field Name	NAEP Values	Comments
<b>Students with Disabilities (SD)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>English Language Learner (ELL)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, ELL</b></li> <li>• <b>No, Not ELL</b></li> <li>• <b>No, Formerly ELL:</b> If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4

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

- The NAEP E-File template should be used if possible. **Please use it as is.** Do not change the column headers. Student information must begin on the second row. There should be no empty rows between the headings and the student data or within the student data, and no headings within the data.
- If you are not able to use the NAEP E-File Excel Template (for example, because of the way your data system works), the columns in your Excel E-File should have the same, or similar, names but do not have to be in any particular order. You will be able to identify the contents of each column after you have submitted your file. (For example, you will be able to indicate that your column labeled “Gender” is what provides the NAEP “Sex” information, and your value of “1” is “Male” and a “2” is “Female,” or whatever the correct interpretation.)
- Be sure to give your file a unique, descriptive name. Select “File,” then “Save As,” and give it a name such as “Your School Name Age 17.xls.” Should you need to reference your file again, this will help you locate it after E-Filing.
- The first row of data in your file will be read as the column header unless you indicate otherwise on the E-Filing “Welcome” page. Each succeeding row will be considered a student record.
- If you merge or cut and paste data from another Excel file into the template, review the file afterward to be sure there are properly aligned student data in every row and there are no column headers or blank rows in the middle of the data.

- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.
- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

### Step 3 – E-File

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

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

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the user's name 'Texas State-Coordinator', and the school 'BROWNWOOD.H.S.'. The left-hand menu has 'Submit Student List' selected. The main content area is titled 'Submit Student List' and provides instructions for the E-filing process, including a deadline of Friday, January 31st. A button labeled 'Start E-Filing Age 17' is highlighted with a red circle.

- 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.”

The screenshot shows a checklist titled 'Are You Ready to E-File?' with the following items:

- 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.

At the bottom of the page, there are three buttons: 'Print', 'Continue' (circled in red), and 'Exit'.

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

### Submit Student List

## E-File Step 1: Upload Your File

[Exit](#)

Welcome, **State**.

The Four Basic Steps to E-Filing:

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

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

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

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

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

**Select the file name from your computer**

File Name:  [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".

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
<a href="#">GRADE</a>	Your Column Contains...	
<a href="#">MOB</a>	Your Column Contains...	
<a href="#">YOB</a>	Your Column Contains...	
<a href="#">SEX</a>	Your Column Contains...	
<a href="#">SD</a>	Your Column Contains...	
<a href="#">ELL</a>	Your Column Contains...	
<a href="#">ETHNICITY</a>	Your Column Contains...	
<a href="#">RACE</a>	Your Column Contains...	
<a href="#">SCHOOLLUNCH</a>	Your Column Contains...	
<a href="#">First Name</a>	Your Column Contains...	
<a href="#">Last Name</a>	Your Column Contains...	

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


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  below. To view the worksheet containing all of your student data, [click here](#).



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

#### Sex

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

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

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

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

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

Exit

Back

Next

## Step 5 – Review Warnings and Verify Data

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

**Submit Student List**

E-File Data Checks

**Age-eligible 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.

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**.

Grade	Age 17 Students	
	Number	Percentage
Grade 11	194	79.84%
Grade 12	49	20.16%
<b>Sex</b>		
Male	125	51.44%
Female	118	48.56%
<b>Student with a Disability</b>		
Yes, IEP	24	9.88%
No, not SD	216	88.89%
Information unavailable at this time	3	1.23%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
Yes, ELL	9	3.7%
No, not ELL	226	93%
No, Formerly ELL	8	3.29%
<b>School Lunch</b>		
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%
<b>Total Enrollment:</b>	<b>243</b>	

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

Exit

Back

Print

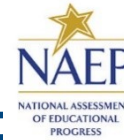
Submit

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



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

# NAEP 2019-2020 LTT 17 Instructions for Preparing and Submitting an Electronic File of Students (Two Columns Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

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

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **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,<sup>24</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the age group. The NAEP E-File Excel Template contains an “On Break” column you will use to identify those students who will be on break/on vacation by filling in “Yes.” (If you are not using the template, be sure to create and provide data for an “On Break” column in your file.)

Your Excel file must contain the following data:

Excel Header/ Field Name	NAEP Values	Comments
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2002–2003	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female
<b>Ethnicity (Hispanic or not)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, Hispanic:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>No, Not Hispanic</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric

<sup>24</sup> In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.

Excel Header/ Field Name	NAEP Values	Comments
<b>Race</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</li> <li>• <b>Black or African American:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>Native Hawaiian or Pacific Islander:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>Two or More Races:</b> A person who identifies with two or more of the race categories above</li> <li>• <b>School does not collect this information:</b> Available to nonpublic schools only. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>Students with Disabilities (SD)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric

Excel Header/ Field Name	NAEP Values	Comments
<b>English Language Learner (ELL)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <i>Yes, ELL</i></li> <li>• <i>No, Not ELL</i></li> <li>• <i>No, Formerly ELL</i>: If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <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.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4

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

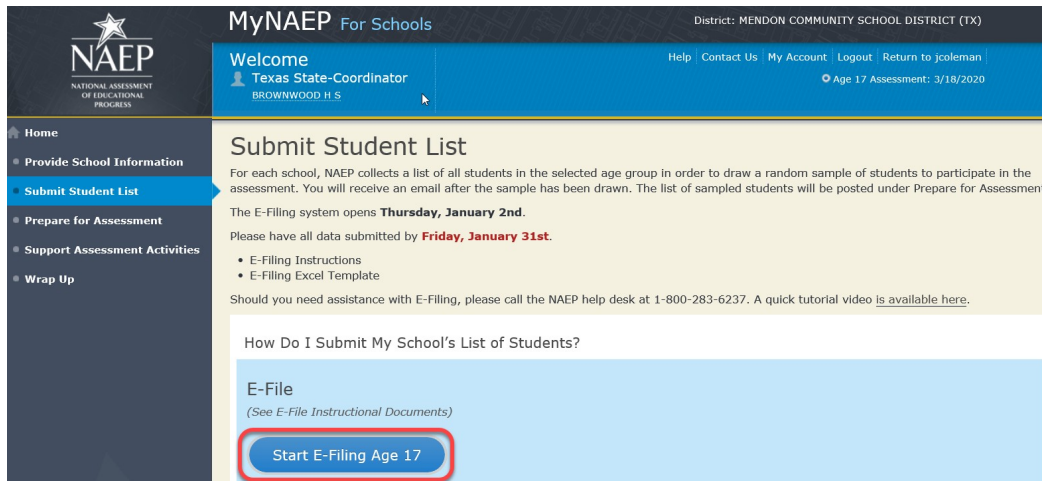
- The NAEP E-File template should be used if possible. **Please use it as is.** Do not change the column headers. Student information must begin on the second row. There should be no empty rows between the headings and the student data or within the student data, and no headings within the data.
- If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

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

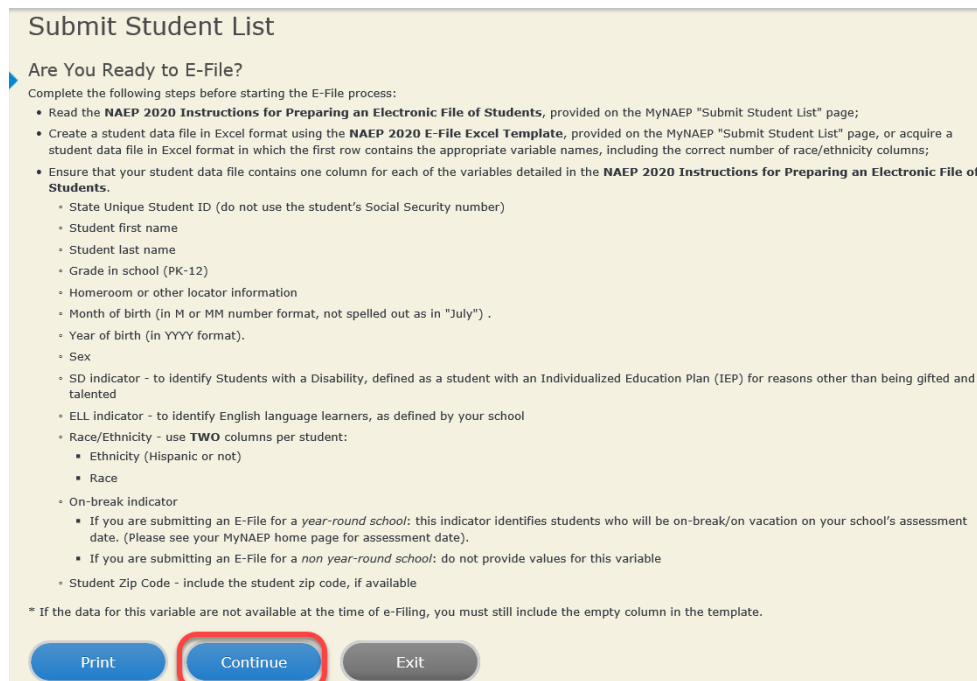
### Step 3 – E-File

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

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



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



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

## Submit Student List

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

[Exit](#)

Welcome, **State**.

The Four Basic Steps to E-Filing:

- 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:

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
<a href="#">GRADE</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">MOB</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">YOB</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">SEX</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">SD</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">ELL</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">RACE</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">Ethnicity</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">FirstName</a>	Your Column Contains...	<input type="button" value="Clear"/>
<a href="#">Last Name</a>	Your Column Contains...	<input type="button" value="Clear"/>

When you have identified all of the columns on your list, click the "Next" button to determine by the order of the columns in your Excel file.


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  below. To view the worksheet containing all of your student data, [click here](#).



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

**Sex**

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

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

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

Age 17					
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code... <input type="text"/>	125	51.4%
2.		2	Select Code... <input type="text"/>	118	48.6%

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

### Step 5 – Review Warnings and Verify Data

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



## 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.

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.

- 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
<b>Grade</b>		
Grade 11	194	79.84%
Grade 12	49	20.16%
<b>Sex</b>		
Male	125	51.44%
Female	118	48.56%
<b>Student with a Disability</b>		
Yes, IEP	24	9.88%
No, not SD	216	88.89%
Information unavailable at this time	3	1.23%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
Yes, ELL	9	3.7%
No, not ELL	226	93%
No, Formerly ELL	8	3.29%
<b>Total Enrollment:</b>	<b>243</b>	

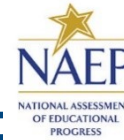
Information is **CORRECT**. To the best of my knowledge and understanding, the data are **Current** (based on 2019 - 2020 enrollment), **Complete** (includes all enrolled students), and **Accurate**.

Information is **INCORRECT**.

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

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

# NAEP 2019-2020 LTT 17 Instructions for Preparing and Submitting an Electronic File of Students (Six Columns Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Unique Student ID	Student First Name	Student Middle Name	Student Last Name	Grade	Homeroom or Other Locator	Month of Birth	Year of Birth	Sex	Student with a Disability	English Language Learner	Ethnicity (Hispanic or Non-Hispanic)	White	Black or African American	Asian	American Indian or AK Native	Native Hawaiian or Pac Islander	School Lunch	On-Break Indicator	Student ZIP code

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **October 1, 2002** and **September 30, 2003**. Students may be in any grade, however, we expect most of the students to be in the following grades: **9, 10, 11, and 12**.

- Include in the file data for **all students in the age group**, even those students who typically may be excluded from other testing programs, such as students with IEPs (SD) and English language learners (ELL). Make sure there are no duplicate students in your file.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.

- If this is a year-round school,<sup>25</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. 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
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2002–2003	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female
<b>Ethnicity (Hispanic or not)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, Hispanic:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>No, Not Hispanic</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: White</b>	<ul style="list-style-type: none"> <li>• <b>Yes, White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</li> <li>• <b>No, not White</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

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

Excel Header/ Field Name	NAEP Values	Comments
<b>Race: Black or African American</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Black:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>No, not Black</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: Asian</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>No, not Asian</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: American Indian or Alaska Native</b>	<ul style="list-style-type: none"> <li>• <b>Yes, American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>No, not American Indian or Alaska Native</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: Native Hawaiian or Pacific Islander</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Native Hawaiian or Pacific Islander:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>No, not Native Hawaiian or Pacific Islander</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

Excel Header/ Field Name	NAEP Values	Comments								
<b>National School Lunch Program (NSLP)</b>	<p>School defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Student not eligible to participate:</b> Student is not eligible for free or reduced-price lunch</li> <li>• <b>Free lunch:</b> Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as “free lunch.”<sup>26</sup></li> <li>• <b>Reduced price lunch:</b> Student is eligible for reduced-price lunch</li> <li>• <b>School not participating:</b> School does not participate in the NSLP. When used, this code must be applied to all students.</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul> <p><b><i>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.</i></b></p> <p>-----</p> <p style="text-align: center;">-----</p> <p style="text-align: center;"><b>CEP Direct Only</b></p> <p>In CEP schools in our state, economically disadvantaged students are those who are directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF).</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="496 1213 1084 1528"> <thead> <tr> <th data-bbox="500 1218 792 1306">Is the student economically disadvantaged?</th> <th data-bbox="792 1218 1081 1306">How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td data-bbox="500 1306 792 1394">1. Yes</td> <td data-bbox="792 1306 1081 1394">1. Eligible for free or reduced price lunch</td> </tr> <tr> <td data-bbox="500 1394 792 1461">2. No</td> <td data-bbox="792 1394 1081 1461">2. Student not eligible</td> </tr> <tr> <td data-bbox="500 1461 792 1524">3. Information missing</td> <td data-bbox="792 1461 1081 1524">3. Information unavailable</td> </tr> </tbody> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	Use <b>ONE</b> code per student, text or numeric
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									

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

Excel Header/ Field Name	NAEP Values	Comments												
	<p style="text-align: center;"><b>CEP Direct Certification Plus</b></p> <p>In CEP schools in our state, economically disadvantaged students are identified in two ways: a) directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF); b) through a household income survey.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="496 499 1084 814"> <tr> <td>Is the student economically disadvantaged?</td> <td>How should student be coded on NAEP?</td> </tr> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>2. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>3. Information missing</td> <td>3. Information unavailable</td> </tr> </table> <p style="text-align: center;">----- -----</p> <p style="text-align: center;"><b>CEP All</b></p> <p>In our state, all students in CEP schools are considered economically disadvantaged.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="496 1108 1084 1266"> <tr> <td>Is the student economically disadvantaged?</td> <td>How should student be coded on NAEP?</td> </tr> <tr> <td>1. Yes</td> <td>1. Eligible for free lunch</td> </tr> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	2. No	2. Student not eligible	3. Information missing	3. Information unavailable	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free lunch	
Is the student economically disadvantaged?	How should student be coded on NAEP?													
1. Yes	1. Eligible for free or reduced price lunch													
2. No	2. Student not eligible													
3. Information missing	3. Information unavailable													
Is the student economically disadvantaged?	How should student be coded on NAEP?													
1. Yes	1. Eligible for free lunch													
<b>Students with Disabilities (SD)</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric												



Excel Header/ Field Name	NAEP Values	Comments
<b>English Language Learner (ELL)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <i>Yes, ELL</i></li> <li>• <i>No, Not ELL</i></li> <li>• <i>No, Formerly ELL</i>: If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <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.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4

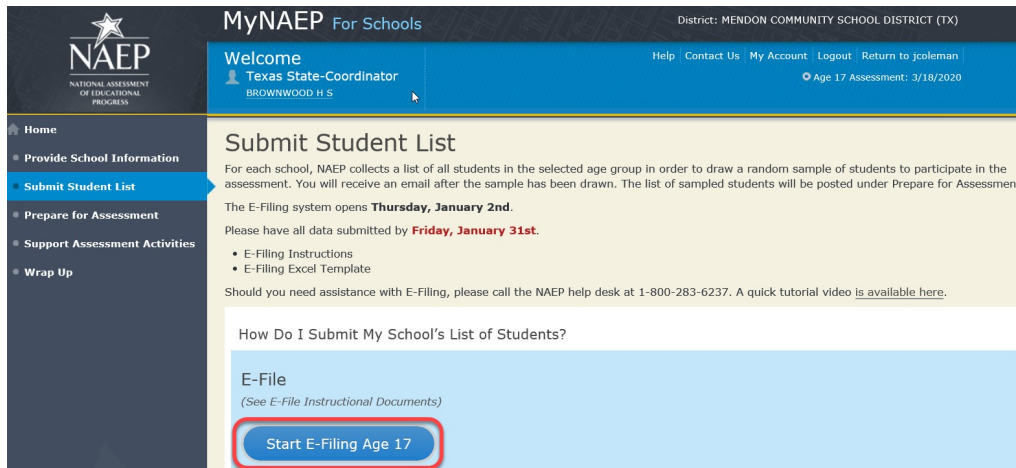
### Tips for ensuring the E-File process goes smoothly:

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

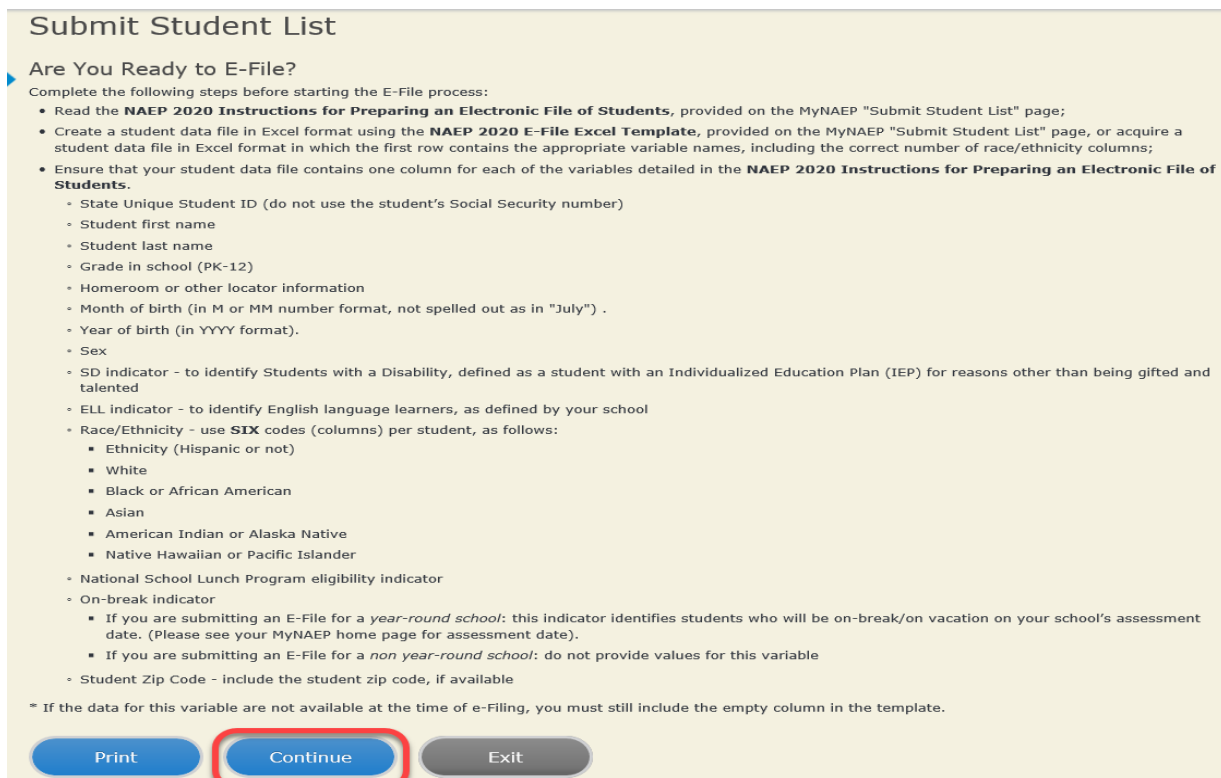
### Step 3 – E-File

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

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



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



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

## Submit Student List E-File Step 1: Upload Your File

Exit

Welcome, **State**.

The Four Basic Steps to E-Filing:

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

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

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

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

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

**Select the file name  
from your computer**

File Name:

Browse...

Upload

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

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

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

### 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
<a href="#">GRADE</a>	Your Column Contains...	<input type="button" value="v"/>
<a href="#">MOB</a>	Your Column Contains...	<input type="button" value="v"/>
<a href="#">YOB</a>	Your Column Contains...	<input type="button" value="v"/>
<a href="#">SEX</a>	Your Column Contains...	
<a href="#">SD</a>	State Unique Student ID	
<a href="#">ELL</a>	Student Name: First	
<a href="#">HISP</a>	Student Name: Middle	
<a href="#">WH</a>	Student Name: Last	
<a href="#">BL</a>	Grade	
<a href="#">AS</a>	Homeroom or Other Locator	
<a href="#">AI</a>	Birth Date: Month of Birth	
<a href="#">PI</a>	Birth Date: Year of Birth	
<a href="#">SCHOOLLUNCH</a>	Sex	
<a href="#">First Name</a>	Student with a Disability	
<a href="#">Last Name</a>	English Language Learner	
	Hispanic, of any race	
	White	
	Black or African American	
	Asian	
	Native Hawaiian or Pacific Islander	
	American Indian or Alaska Native	
	School Lunch	
	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.

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

## Submit Student List

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

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

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



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

**Sex**

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

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

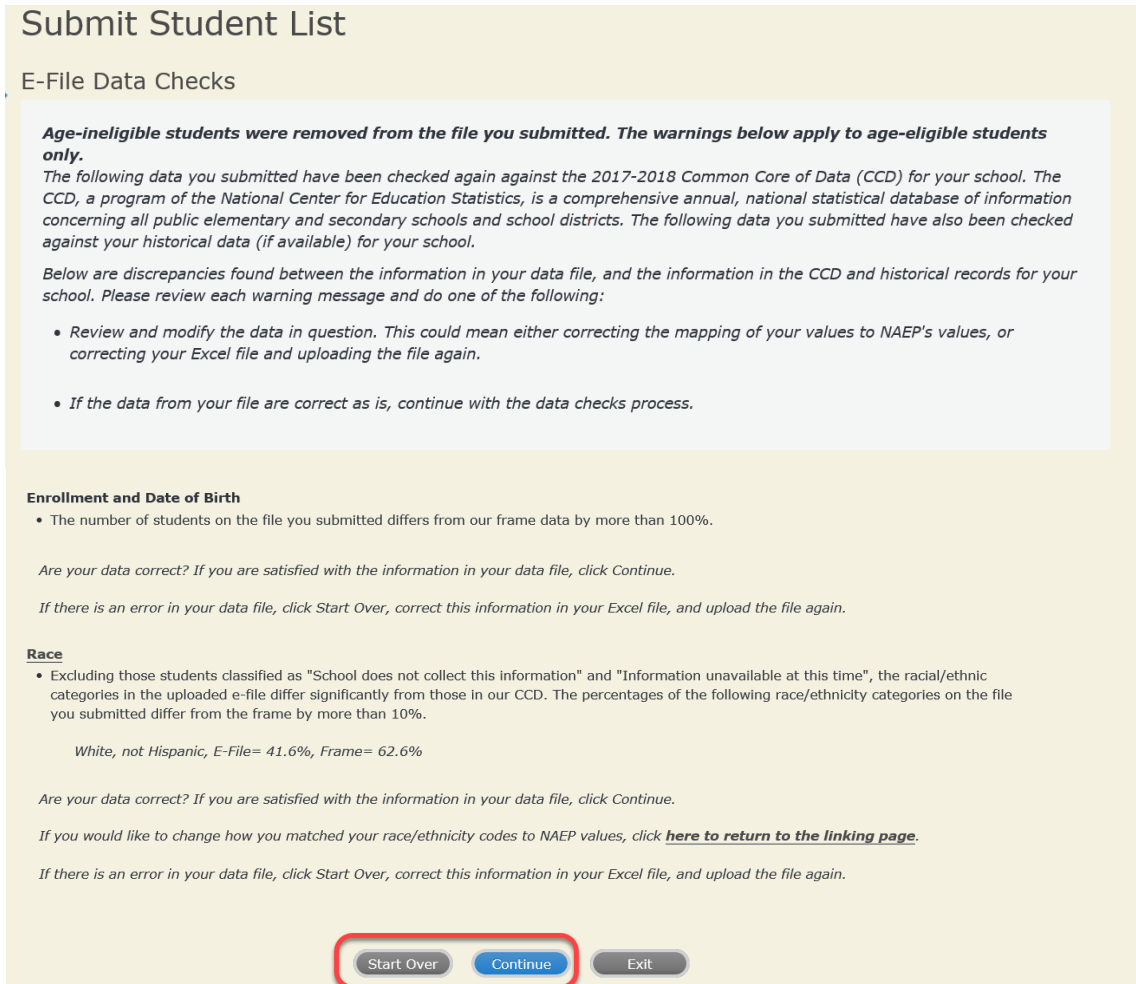
**Your File Contains 2 Value(s)**

Age 17					
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code... <input type="text"/>	125	51.4%
2.		2	Select Code... <input type="text"/>	118	48.6%

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

## **Step 5 – Review Warnings and Verify Data**

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



**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.

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**.

Grade	Age 17 Students	
	Number	Percentage
Grade 11	194	79.84%
Grade 12	49	20.16%
<b>Sex</b>		
Male	125	51.44%
Female	118	48.56%
<b>Student with a Disability</b>		
Yes, IEP	24	9.88%
No, not SD	216	88.89%
Information unavailable at this time	3	1.23%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
Yes, ELL	9	3.7%
No, not ELL	226	93%
No, Formerly ELL	8	3.29%
<b>School Lunch</b>		
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%
<b>Total Enrollment:</b>	<b>243</b>	

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

Exit

Back

Print

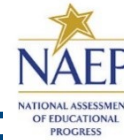
Submit

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

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



# NAEP 2019-2020 LTT 17 Instructions for Preparing and Submitting an Electronic File of Students (Six Columns Race/Ethnicity)



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

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

## Step 1 – The E-Filing Template

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

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Unique Student ID	Student First Name	Student Middle Name	Student Last Name	Grade	Homeroom or Other Locator	Month of Birth	Year of Birth	Sex	Student with a Disability	English Language Learner	Ethnicity (Hispanic or Non-Hispanic) White		Black or African American	Asian	American Indian or AK Native	Native Hawaiian or Pac Islander	On-Break Indicator	Student ZIP code

## Step 2 – Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **October 1, 2002** and **September 30, 2003**. Students may be in any grade, however, we expect most of the students to be in the following grades: **9, 10, 11, and 12**.

- Include in the file data for **all students in the age group**, even those students who typically may be excluded from other testing programs, such as students with IEPs (SD) and English language learners (ELL). Make sure there are no duplicate students in your file.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.

- If this is a year-round school,<sup>27</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. 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
<b>State unique Student ID</b>	N/A	If available; do not use the student’s Social Security number
<b>Student First Name</b>	N/A	Text; must be in its own column
<b>Student Middle Name</b>	N/A	Text; Middle Name is optional, but the column must be included in the Excel file
<b>Student Last Name</b>	N/A	Text; must be in its own column
<b>Grade in School</b>	Any	Use current year data
<b>Homeroom or other Locator</b>	N/A	If available; locator information is helpful in finding students and notifying them of the assessment
<b>Month of Birth</b>	M or MM (numeric format)	Numeric format; must be in its own column
<b>Year of Birth</b>	YYYY (numeric format)  The expected ranges for Year of Birth are listed below: 2002–2003	Numeric format; must be in its own column
<b>Sex</b>	School-defined codes	Codes (numeric or text) for Male/Female
<b>Ethnicity (Hispanic or not)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <b>Yes, Hispanic:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>• <b>No, Not Hispanic</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: White</b>	<ul style="list-style-type: none"> <li>• <b>Yes, White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</li> <li>• <b>No, not White</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric

<sup>27</sup> In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.

Excel Header/ Field Name	NAEP Values	Comments
<b>Race: Black or African American</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Black:</b> A person having origins in any of the Black peoples of Africa</li> <li>• <b>No, not Black</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: Asian</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>• <b>No, not Asian</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: American Indian or Alaska Native</b>	<ul style="list-style-type: none"> <li>• <b>Yes, American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>• <b>No, not American Indian or Alaska Native</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Race: Native Hawaiian or Pacific Islander</b>	<ul style="list-style-type: none"> <li>• <b>Yes, Native Hawaiian or Pacific Islander:</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>• <b>No, not Native Hawaiian or Pacific Islander</b></li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric
<b>Students with Disabilities (SD)</b>	<p>School-defined codes for:</p> <ul style="list-style-type: none"> <li>• <b>Yes, IEP:</b> 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.”</li> <li>• <b>No, not SD:</b> Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as “No, not SD.”</li> <li>• <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Use <b>ONE</b> code per student, text or numeric

Excel Header/ Field Name	NAEP Values	Comments
<b>English Language Learner (ELL)</b>	School-defined codes for: <ul style="list-style-type: none"> <li>• <i>Yes, ELL</i></li> <li>• <i>No, Not ELL</i></li> <li>• <i>No, Formerly ELL</i>: If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> <li>• <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.</li> </ul>	Use <b>ONE</b> code per student, text or numeric
<b>On-Break Indicator</b>	School-defined code	Only for year-round schools; column can be left off if school is not year-round
<b>Student ZIP Code</b>	Numeric only	If available; format can be 5 digits or 5 plus 4

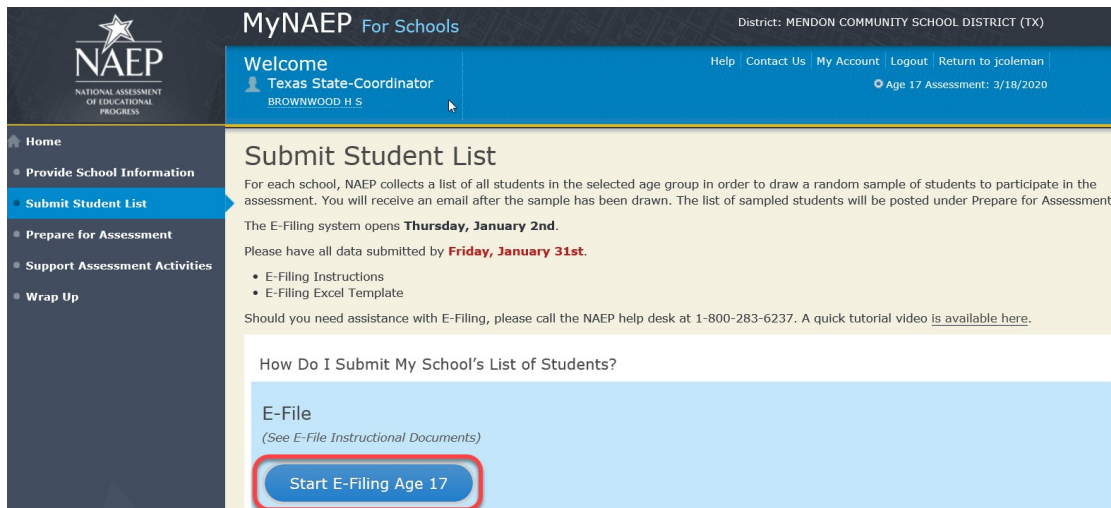
### Tips for ensuring the E-File process goes smoothly:

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

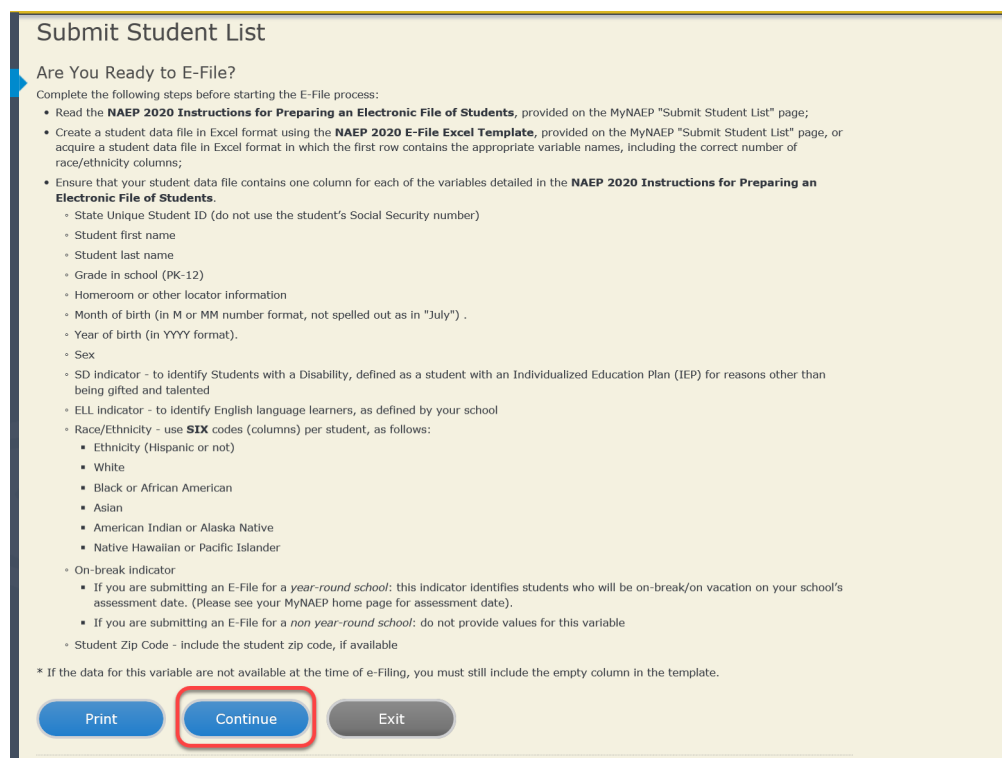
### Step 3 – E-File

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

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



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



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

## Submit Student List

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

[Exit](#)

Welcome, **State**.

The Four Basic Steps to E-Filing:

- 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:  [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".

[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
<a href="#">GRADE</a>	Your Column Contains...	<input type="checkbox"/>
<a href="#">MOB</a>	Your Column Contains...	<input type="checkbox"/>
<a href="#">YOB</a>	Your Column Contains...	<input type="checkbox"/>
<a href="#">SEX</a>	Your Column Contains...	<input type="checkbox"/>
<a href="#">SD</a>	Your Column Contains...	<input type="checkbox"/>
<a href="#">ELL</a>	Your Column Contains...	<input type="checkbox"/>
<a href="#">Ethnicity</a>	State Unique Student ID Student Name: First Student Name: Middle Student Name: Last Grade Homeroom or Other Locator Birth Date: Month of Birth Birth Date: Year of Birth Sex Student with a Disability English Language Learner Hispanic, of any race White Black or African American Asian Native Hawaiian or Pacific Islander American Indian or Alaska Native	<input type="checkbox"/>


When you have identified all of the columns on your list, click the "Next" button to be determined by the order of the columns in your Excel file. P 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  below. To view the worksheet containing all of your student data, [click here](#).



**If there is an error in your data file, click "Back" until you get to the Upload page. Then click "Exit", correct the problem in your Excel file, and upload the file again.**

**Sex**

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

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

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

Age 17					
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code... <input type="text"/>	125	51.4%
2.		2	Select Code... <input type="text"/>	118	48.6%

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

### Step 5 – Review Warnings and Verify Data

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

# 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

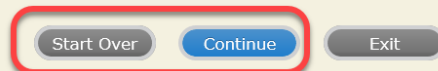
- Excluding those students classified as "School does not collect this information" and "Information unavailable at this time", the racial/ethnic categories in the uploaded e-file differ significantly from those in our CCD. The percentages of the following race/ethnicity categories on the file you submitted 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
<b>Grade</b>		
Grade 11	194	79.84%
Grade 12	49	20.16%
<b>Sex</b>		
Male	125	51.44%
Female	118	48.56%
<b>Student with a Disability</b>		
Yes, IEP	24	9.88%
No, not SD	216	88.89%
Information unavailable at this time	3	1.23%
<b>NAEP Race/Ethnicity</b>		
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%
<b>NAEP English Language Learner</b>		
Yes, ELL	9	3.7%
No, not ELL	226	93%
No, Formerly ELL	8	3.29%
Information unavailable at this time	0	0%
<b>Total Enrollment:</b>	<b>243</b>	

- 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.**