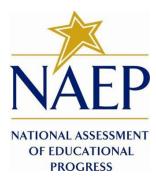
NATIONAL CENTER FOR EDUCATION STATISTICS NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

National Assessment of Educational Progress (NAEP) 2022 Materials Update #1

Appendix H1 Long Term Trend (LTT) 2022 Instructions for Entering Student Information

OMB# 1850-0928 v.23



June 2021

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. The materials enclosed are those planned for use in the Spring 2022 administration of LTT 17. NCES is currently planning to administer either LTT age 9 or age 17, which will be decided no later than August 2021.

Appendix H1 provides 3 different versions of Instructions for Entering Student Information - these are differentiated by, number of race/ethnicity columns. The National State Coordinator (NSC) 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.

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Information on Log-in Screen:

Paperwork Burden Statement, OMB Information

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

OMB No. 1850-0928 APPROVAL EXPIRES 5/31/2024

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.

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

Age 17 students, Race/Ethnicity - one column

NAEP 2022 LTT 17 Instructions for Preparing and Submitting an Electronic File of St

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

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

<u>Step 1 – The E-Filing Template</u>

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

| A | В | С | D | Е | F | G | н | 1 | J | к | L | м | Ν | 0 |
|-----------------|--------------------|-------------|-------------------|-------|---------------|----------|-------|-----|----------------|-----------------|-----------|--------|-----------|----------|
| State Unique | | | | | | | Year | | | | | | On- | |
| Student | | Student | | | Homeroom or | Month of | of | | Student with a | | Race/ | School | Break | Student |
| ID | Student First Name | Middle Name | Student Last Name | Grade | Other Locator | Birth | Birth | Sex | Disability | English Learner | Ethnicity | Lunch | Indicator | ZIP code |

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

Prepare and submit a separate Excel file of all students in your school with birthdates between **October 1**, **2004** and **September 30**, **2005**. 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 Learners (EL). Make sure there are no duplicate students in your file.
- Make sure you provide information for all students in the sampled age group, including students participating in virtual/remote learning due to COVID-19.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.

If this is a year-round school,¹ include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. The NAEP E-File Excel Template contains an "On Break" column you will use to identify those students who will be on break/on vacation by filling in "Yes." (If you are not using the template, be sure to create and provide data for an "On Break" column in your file.)

| Excel Header/ | | |
|------------------------------|---|---|
| Field Name | NAEP Values | Comments |
| State unique | N/A | If available; do not use the |
| Student ID | | student's Social Security number |
| Student First | N/A | Text; must be in its own |
| Name | | column |
| Student Middle Name | N/A | Text; Middle Name is optional, but the column must be included in the Excel file |
| Student Last Name | N/A | Text; must be in its own column |
| Grade in School | Any | Use current year data |
| Homeroom or other Locator | N/A | If available; locator information is helpful in finding students and notifying them of the assessment |
| Month of Birth | M or MM (numeric format) | Numeric format; must be in its own column |
| Year of Birth | YYYY (numeric format) The expected ranges for Year of Birth are listed below: 2004–2005 | Numeric format; must be in its own column |
| Sex | School-defined codes: | Codes (numeric or text) for Male/Female |

Your Excel file must contain the following data:

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

| Excel Header/ | NAED Velses | Commente |
|--------------------------------|---|--|
| Field Name | NAEP Values | Comments |
| Race/Ethnicity - one column | School-defined codes for <i>Hispanic, of any race:</i> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of face <i>White, not Hispanic:</i> A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East <i>Black or African American, not Hispanic:</i> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam <i>American Indian or Alaska Native, not Hispanic:</i> A person having origins in any of the original peoples of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment <i>Native Hawaiian or Pacific Islander, not Hispanic:</i> A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands: A person who identifies with two or more fulle non-Hispanic categories above <i>School does not collect this information:</i> Available to nonpublic schools only. When used, this code must be applied to all students. <i>Information for</i> one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. School defined codes for <i>Student not eligible to participate:</i> Student is not eligible for free or reduced-price lunch. "² <i>Reduced-price lunch.</i>"² <i>Reduced-price lunch.</i>" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. <i>School does for</i> <i>Student not eligible to participate:</i> Student is not eligible for free | Use ONE code per student, text or numeric |

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

| Excel Header/ | | | |
|---------------|---|--|--|
| Field Name | NA | Comments | |
| | In CEP schools in our state, eco those who are directly certified programs such as the Supplement | Direct Only nomically disadvantaged students are through participation in assistance ntal Nutrition Assistance Program istance for Needy Families (TANF). | |
| | Please code your students as fol | | |
| | 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 | |
| | | | |
| | In CEP schools in our state, eco identified in two ways: a) direct assistance programs, such as the | Certification Plus nomically disadvantaged students are ly certified through participation in e Supplemental Nutrition Assistance orary Assistance for Needy Families d income survey. | |
| | Please code your students as fol | lows: | |
| | 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 | |
| | | EP All | |
| | In our state, all students in CEP disadvantaged. | schools are considered economically | |
| | Please code your students as fol | | |
| | Is the student economically disadvantaged? | How should student be coded on NAEP? | |
| | 1. Yes | 1. Eligible for free lunch | |

| Excel Header/ Field Name | NAEP Values | Comments | | | | |
|------------------------------------|---|--|--|--|--|--|
| Students with Disabilities (SD) | | | | | | |
| English Learner (EL) | School-defined codes for Yes, EL No, Not EL No, Formerly EL: If a student has achieved full English proficiency within the previous 2 years and the state includes formerly EL students in its accountability reports, the student should be coded as "No, formerly EL." Public schools, contact your NAEP State Coordinator if you have any questions about using this code. Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Use ONE code per student, text or numeric | | | | |
| On-Break Indicator | School-defined code | Only for year-round schools; column can be left off if school is not year-round | | | | |
| Student ZIP Code | Numeric only | If available; format can be five digits or five plus four | | | | |

Tips for ensuring the E-File process goes smoothly

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

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

<u> Step 3 – E-File</u>

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

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

| A Home | Submit Student List |
|-------------------------------|--|
| Provide School Information | For each school, NAEP collects a list of all students in the selected age group in order to draw a random sample of students to participate in the |
| • Submit Student List | assessment. You will receive an email after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment. |
| Prepare for Assessment | The E-Filing system opens February 1, 2022. |
| Support Assessment Activities | Please have all data submitted by February 25, 2022. |
| • Wrap Up | 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 |
| | 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 2022 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 2022 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 2022 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
 - EL indicator to identify English 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.



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



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.
- 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.

(mm/dd/yyyy) • Date list is accurate as of:

Does your student data file contain <u>column headers</u>: Yes

- To upload your student data file, you will need to locate the file on your computer. 1. Click on the "Choose File" or "Browse..." button below. It will open a window in the browser on your computer that will allow you to navigate to where
- the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (*.*)
- 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.

File Name: Choose File No file chosen



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 Learner (EL) 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.

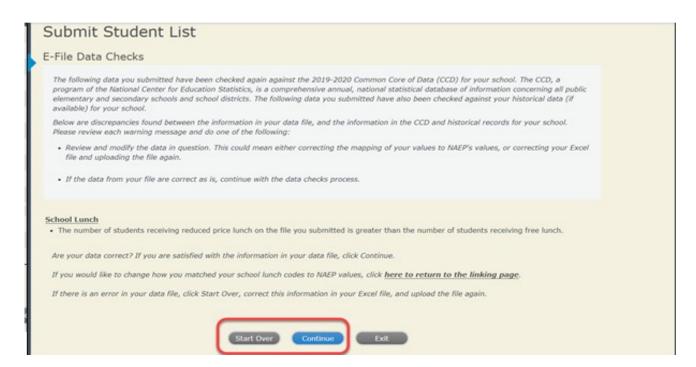
| Column Heading Is | Your Column Co | Your Column Contains Clear | | | | | |
|--|--|--|---------|--|--|--|--|
| GRADE | N/A | ~ | | | | | |
| FIRSTNAME | | | | | | | |
| LASTNAME | Birth Date: Mo | Ionth of Birth | | | | | |
| MOB | and a second sec | | | | | | |
| YOB | | | | | | | |
| SEX | Birth Date: Yea | ear of Birth | | | | | |
| <u>SEX</u> <u>SD</u> | | | | | | | |
| ELL | Sex | | | | | | |
| RACE | | | | | | | |
| SCHOOLLUNCH | Student with a | a Disability | | | | | |
| When you have identified all of the columns on your list, click the "Nex determined by the order of the columns in your Excel file. | t" button to p | Codes. The following screens v | vill be | | | | |
| | English Learne | er in the second se | | | | | |
| Exit | Back | | | | | | |
| | Race/Ethnicity | y | | | | | |

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 C | tudopt Lict | | | | | | |
|---|---|---|-----------------------|--------------------------|--|--|--|
| Subli <u>f</u> it S | tudent List | | | | | | |
| E-File Step 3-1: Match Your Values to NAEP codes | | | | | | | |
| For each of your va | 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 your student data, | | n the "Sex" column, click on the view icon 🥵 be | low. To view the work | ksheet containing all of | | | |
| 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 Y | ear | | | | |
| | Male | | Female | | | | |
| | 51.27% | | 48.73% | | | | |
| | | Your File Contains 2 Value(s) | | | | | |
| | | | A | ge 17 | | | |
| # View | Your Values | NAEP Codes | Number | Percentage | | | |
| 1. 🤮 | 1 | Select Code 🗸 | 125 | 51.4% | | | |
| 2. 3 Select Code 🗹 118 48.6% | | | | | | | |
| When you have ide | ntified all of the codes on your list, click | the "Next" button to proceed. | | | | | |
| | Exit | Back Next | | | | | |

Step 5 - Review Warnings and Verify Data

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



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

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

Submit Student List

E-File Step 4: Verify Your E-File

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

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

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

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

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

Age 17 students, Race/Ethnicity - two columns

NAEP 2022 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**.

<u> Step 1 – The E-Filing Template</u>

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

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

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

Prepare and submit a separate Excel file of all students in your school with birthdates between **October 1**, **2004** and **September 30**, **2005**. 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 learners (EL). Make sure there are no duplicate students in your file.
- Make sure you provide information for all students in the sampled age group, including students participating in virtual/remote learning due to COVID-19.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.

If this is a year-round school,³ include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the age group. The NAEP E-File Excel Template contains an "On Break" column you will use to identify those students who will be on break/on vacation by filling in "Yes." (If you are not using the template, be sure to create and provide data for an "On Break" column in your file.)

| Excel Header/ | | |
|--------------------------------|--|--|
| Field Name | NAEP Values | Comments |
| State unique Student ID | N/A | If available; do not use the student's Social Security number |
| Student First Name | N/A | Text; must be in its own column |
| Student Middle Name | N/A | Text; Middle Name is optional, but the column must be included in the Excel file |
| Student Last Name | N/A | Text; must be in its own column |
| Grade in School | Any | Use current year data |
| Homeroom or other Locator | N/A | If available; locator information is helpful in finding students and notifying them of the assessment |
| Month of Birth | M or MM (numeric format) | Numeric format; must be in its own column |
| Year of Birth | YYYY (numeric format) The expected ranges for Year of Birth are listed below: 2004–2005 | Numeric format; must be in its own column |
| Sex | School-defined codes | Codes (numeric or text) for Male/Female |
| Ethnicity (Hispanic or not) | School-defined codes for Yes, Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race No, Not Hispanic Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Use ONE code per student, text or numeric |

Your Excel file must contain the following data:

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

| Excel Header/ Field Name | NAEP Values | Comments |
|--|--|--|
| Field Name Race | NAEP Values School-defined codes for White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East Black or African American: A person having origins in any of the Black peoples of Africa Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam American Indian or Alaska Native: A person having origins in | Comments Use ONE code per student, text or numeric |
| | American Indian of Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment <i>Native Hawaiian or Pacific Islander</i>: A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands <i>Two or More Races</i>: A person who identifies with two or more of the race categories above <i>School does not collect this information</i>: Available to nonpublic schools only. When used, this code must be applied to all students. <i>Information unavailable at this time</i>: If you currently do not have this information for one or more students, blank cells or an | |
| | indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | |
| National School Lunch Program (NSLP) | School defined codes for <i>Student not eligible to participate:</i> Student is not eligible for free or reduced-price lunch <i>Free lunch:</i> Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch."⁴ <i>Reduced price lunch:</i> Student is eligible for reduced-price lunch <i>School not participating:</i> School does not participate in the NSLP. When used, this code must be applied to all students. <i>Information unavailable at this time:</i> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Use ONE code per student, text or numeric |
| | 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. | |

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

| Field Name | | | |
|------------|---|--|----------|
| | | EP Values | Comments |
| | CEP | Direct Only | |
| | are those who are directly cert assistance programs such as th | conomically disadvantaged students ified through participation in the Supplemental Nutrition Assistance uporary Assistance for Needy Families | |
| | (TANF). | porary resistance for receip runnies | |
| | Please code your students as f | ollows: | |
| | Is the student | How should student be | |
| | economically disadvantaged? | 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 | |
| | | | |
| | are menulen muwn ways fal | | |
| | Nutrition Assistance Program | grams such as the Supplemental (SNAP) and the Temporary s (TANF); (b) through a household | |
| | participation in assistance prog Nutrition Assistance Program Assistance for Needy Families income survey. Please code your students as f Is the student economically | grams such as the Supplemental (SNAP) and the Temporary s (TANF); (b) through a household | |
| | participation in assistance prog Nutrition Assistance Program Assistance for Needy Families income survey. Please code your students as f | grams such as the Supplemental (SNAP) and the Temporary s (TANF); (b) through a household ollows: | |
| | participation in assistance prog Nutrition Assistance Program Assistance for Needy Families income survey. Please code your students as f Is the student economically disadvantaged? | grams such as the Supplemental (SNAP) and the Temporary s (TANF); (b) through a household ollows: How should student be coded on NAEP? 1. Eligible for free or reduced-price | |
| | participation in assistance prog Nutrition Assistance Program Assistance for Needy Families income survey. Please code your students as f Is the student economically disadvantaged? 1. Yes | grams such as the Supplemental (SNAP) and the Temporary s (TANF); (b) through a household ollows: How should student be coded on NAEP? 1. Eligible for free or reduced-price lunch 2. Student not | |
| | participation in assistance program Nutrition Assistance Program Assistance for Needy Families income survey. Please code your students as for Is the student economically disadvantaged? 1. Yes 2. No 3. Information missing | grams such as the Supplemental (SNAP) and the Temporary s (TANF); (b) through a household ollows: How should student be coded on NAEP? 1. Eligible for free or reduced-price lunch 2. Student not eligible 3. Information | |
| | participation in assistance program Assistance for Needy Families income survey. Please code your students as f Is the student economically disadvantaged? 1. Yes 2. No 3. Information missing | grams such as the Supplemental (SNAP) and the Temporary s (TANF); (b) through a household ollows: How should student be coded on NAEP? 1. Eligible for free or reduced-price lunch 2. Student not eligible 3. Information unavailable CEP AII P schools are considered | |
| | participation in assistance program Assistance for Needy Families income survey. Please code your students as f Is the student economically disadvantaged? 1. Yes 2. No 3. Information missing In our state, all students in CE economically disadvantaged. Please code your students as f | grams such as the Supplemental (SNAP) and the Temporary s (TANF); (b) through a household ollows: How should student be coded on NAEP? 1. Eligible for free or reduced-price lunch 2. Student not eligible 3. Information unavailable CEP AII P schools are considered | |
| | participation in assistance program Assistance for Needy Families income survey. Please code your students as f Is the student economically disadvantaged? 1. Yes 2. No 3. Information missing | grams such as the Supplemental (SNAP) and the Temporary s (TANF); (b) through a household ollows: How should student be coded on NAEP? 1. Eligible for free or reduced-price lunch 2. Student not eligible 3. Information unavailable CEP AII P schools are considered | |

| Excel Header/ | | |
|------------------------------------|--|--|
| Field Name | NAEP Values | Comments |
| Students with Disabilities (SD) | School-defined codes for <i>Yes, IEP</i>: Student has a formal Individualized Education Program (IEP), the student's IEP is in progress, or the student has an equivalent classification for private schools. If some students have both an IEP and a 504 Plan, code these students as "Yes, IEP." <i>No, not SD</i>: Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." <i>Information unavailable at this time</i>: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Use ONE code per student, text or numeric |
| English Learner (EL) | School-defined codes for Yes, EL No, Not EL No, Formerly EL: If a student has achieved full English proficiency within the previous 2 years and the state includes formerly EL students in its accountability reports, the student should be coded as "No, formerly EL." Public schools, contact your NAEP State Coordinator if you have any questions about using this code. Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Use ONE code per student, text or numeric |
| On-Break Indicator | School-defined code | Only for year-round schools; column can be left off if school is not year-round |
| Student ZIP Code | Numeric only | If available; format can be five digits or five plus four |

Tips for ensuring the E-File process goes smoothly

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

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

<u> Step 3 – E-File</u>

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

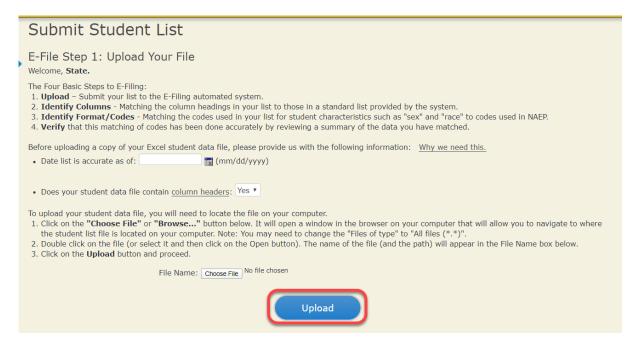
• Select the "Start E-Filing Age 17" button.

| 🕈 Home | Submit Student List |
|-------------------------------|--|
| Provide School Information | For each school, NAEP collects a list of all students in the selected age group in order to draw a random sample of students to participate in the |
| Submit Student List | assessment. You will receive an email after the sample has been drawn. The list of sampled students will be posted under Prepare for Assessment. |
| Prepare for Assessment | The E-Filing system opens February 1, 2022. |
| Support Assessment Activities | Please have all data submitted by February 25, 2022. |
| • Wrap Up | 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 2022 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 2022 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 2022 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 |
| EL indicator - to identify English 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."



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 fill Contains*. If there is no appropriate description in the drop-down list, plea | e. Click on the down arrow next to the words in the table that read "Column ase select N/A. It is important for us to have as much information about each ad in the columns on the student list is: grade, student first name, student las ator, and English Learner (EL) indicator. If you are E-Filing for a year-round |
| Note: Click on the links below in the "Column Heading Is" to view the stud selections for column content descriptions, click the 'Clear' button. Clickin of the rows entitled "Columns Contains". | |
| Click here to see a worksheet view of your student data. If you find you have error file, and upload the file again. | rs in your data, you will need to exit this program, correct the problem in your Ex |
| Column Heading Is | Your Column Contains Clear |
| State Unique Student ID | Your Column Contains V |
| Student First Name | |
| Student Middle Name | |
| Student Last Name | Birth Date: Month of Birth |
| Grade | |
| Homeroom or Other Locator | Birth Date: Year of Birth |
| Month of Birth | |
| Year of Birth | Sex |
| Sex | |
| Student with a Disability | Student with a Disability |
| English Learner | Student with a Dissurry |
| Ethnicity (Hispanic or Non-Hispanic) | |
| Race | English Learner |
| School Lunch | |
| On-Break Indicator | Ethnicity (Hispanic or not Hispanic) |
| Student ZIP code | |
| When you have identified all of the columns on your list, click the "Next" button to determined by the order of the columns in your Excel file. | Race i. The following screens will be |
| Exit Bad | d School Lunch |
| | |

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 S | Student List | | | | |
|---|---|--|-----------------------|--------------------------|--|
| E-File Step 3 | E-File Step 3-1: Match Your Values to NAEP codes | | | | |
| For each of your v | For each of your values below, click on the down arrow next to "Select Code" and click on the NAEP code that best matches your value. | | | | |
| To view the studer your student data, | | in the "Sex" column, click on the view icon 😫 be | low. To view the wor | ksheet containing all of | |
| If there is an err file, and upload | | il you get to the Upload page. Then click "E | xit", correct the pro | oblem in your Excel | |
| | | Sex | | | |
| information from t Statistics. It is a c | 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. | | | | |
| | · | CCD Percentages: Source 2017- 2018 School Ye | | | |
| | Male Female | | | | |
| | 51.27% 48.73% Your File Contains 2 Value(s) | | | | |
| | | | A | ge 17 | |
| # View | Your Values | NAEP Codes | Number | Percentage | |
| 1. 🥵 | 1 | Select Code 🗸 | 125 | 51.4% | |
| 2. 😫 | 2 | Select Code 🗸 | 118 | 48.6% | |
| When you have id | entified all of the codes on your list, clic | | | | |

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

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

| Submit Student List | |
|---|--|
| E-File Data Checks | |
| The following data you submitted have been checked again against the 2019-2020 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 | |
| A majority of your students are younger than expected for their grade. | |
| 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. | |
| School Lunch • The number of students receiving reduced price lunch on the file you submitted is greater than the number of students receiving free lunch. | |
| Are your data correct? If you are satisfied with the information in your data file, click Continue. | |
| If you would like to change how you matched your school lunch codes to NAEP values, click here to return to the linking page. | |
| If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again. | |
| 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 |
| Grade | | |
| Grade 11 | 194 | 79.84% |
| Grade 12 | 49 | 20.16% |
| Sex | | |
| Male | 125 | 51.44% |
| Female | 118 | 48.56% |
| Student with a Disability | | |
| Yes, IEP | 24 | 9.88% |
| No, not SD | 216 | 88.89% |
| Information unavailable at this time | 3 | 1.23% |
| NAEP Race/Ethnicity | | |
| White, not Hispanic | 101 | 41.56% |
| Black or African American, not Hispanic | 36 | 14.81% |
| Hispanic, of any race | 75 | 30.86% |
| Asian, not Hispanic | 18 | 7.41% |
| American Indian or Alaska Native, not Hispanic | 1 | 0.41% |
| Native Hawalian or Pacific Islander, not Hispanic | 3 | 1.23% |
| Two or More Races (not Hispanic) | 9 | 3.7% |
| NAEP English Learner | | |
| Yes, EL | 9 | 3.7% |
| No, not EL | 226 | 93% |
| No, Formerly EL | 8 | 3.29% |
| School Lunch | | |
| Student not eligible | 117 | 48.15% |
| Free lunch | 54 | 22.22% |
| Reduced price lunch | 8 | 3.29% |
| Information unavailable at this time | 64 | 26.34% |
| Total Enrollment: | 243 | |

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

Age 17 students, Race/Ethnicity - six columns

NAEP 2022 LTT 17 Instructions for Preparing and Submitting an Electronic File of St its (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 that column blank.



Step 2 - Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **October 1**, **2004** and **September 30**, **2005**. 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 learners (EL). Make sure there are no duplicate students in your file.
- Make sure you provide information for all students in the sampled age group, including students participating in virtual/remote learning due to COVID-19.
- 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,⁵ include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. The NAEP E-File Excel Template contains an "On Break" column you will use to identify those students who will be on break/on vacation by filling in "Yes." (If you are not using the template, be sure to create and provide data for an "On Break" column in your file.)

| Excel Header/ | | |
|--------------------------------|---|--|
| Field Name | NAEP Values | Comments |
| State unique Student ID | N/A | If available; do not use the student's Social Security number |
| Student First Name | N/A | Text; must be in its own column |
| Student Middle Name | N/A | Text; Middle Name is optional, but the column must be included in the Excel file |
| Student Last Name | N/A | Text; must be in its own column |
| Grade in School | Any | Use current year data |
| Homeroom or other Locator | N/A | If available; locator information is helpful in finding students and notifying them of the assessment |
| Month of Birth | M or MM (numeric format) | Numeric format; must be in its own column |
| Year of Birth | YYYY (numeric format) The expected ranges for Year of Birth are listed below: 2004–2005 | Numeric format; must be in its own column |
| Sex | School-defined codes | Codes (numeric or text) for Male/Female |
| Ethnicity (Hispanic or not) | School-defined codes for <i>Yes, Hispanic</i>: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race <i>No, Not Hispanic</i> <i>Information unavailable at this time</i>: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Indicate all Race/Ethnicity categories that apply for each student, text or numeric |
| Race: White | <i>Yes, White:</i> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East <i>No, not White</i> <i>Information unavailable at this time:</i> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Indicate all Race/Ethnicity categories that apply for each student, text or numeric |

Your Excel file must contain the following data:

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

| Excel Header/ | | |
|---|--|---|
| Field Name | NAEP Values | Comments |
| Race: Black or African American | <i>Yes, Black</i>: A person having origins in any of the Black peoples of Africa <i>No, not Black</i> | Indicate all Race/Ethnicity categories that apply for each student, text or numeric |
| | • <i>Information unavailable at this time</i> : If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | |
| Race: Asian | Yes, Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam No, not Asian Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Indicate all Race/Ethnicity categories that apply for each student, text or numeric |
| Race: American Indian or Alaska Native | Yes, American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment No, not American Indian or Alaska Native Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Indicate all Race/Ethnicity categories that apply for each student, text or numeric |
| Race: Native Hawaiian or Pacific Islander | Yes, Native Hawaiian or Pacific Islander: A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands No, not Native Hawaiian or Pacific Islander Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Indicate all Race/Ethnicity categories that apply for each student, text or numeric |

| Excel Header/ Field Name | NAEP | Values | Comments | |
|--|---|--|--|-----|
| | | · uuuto | | nt |
| National School Lunch Program (NSLP) | School defined codes for Student not eligible to participe or reduced-price lunch Free lunch: Student is eligible participating in Provisions 2 or students as "free lunch." ⁶ Reduced price lunch: Student if School not participating: Scho NSLP. When used, this code m Information unavailable at thi have this information for one or indicator such as "N/A" (Not A mapped to this code to notify y need to collect the data at a late SPECIAL INSTRUCTIONS your school participat Eligibility Provision (CEI only students who disadvantaged students eligible for free or reduced CEP Direction | ate: Student is not eligible for for free lunch. Schools 3 of the NSLP should code all is eligible for reduced-price lu ol does not participate in the ust be applied to all students. is time: If you currently do not r more students, blank cells or vailable) in the cell(s) can be our NAEP representative of th r date. FOR CEP SCHOOLS es in the Commun P), note that for NA o are economicated can be classified ed-price lunch. | all unch bt or an e the S: If <i>inity</i> AEP, cally I as | ıt, |
| | programs such as the Supplementa (SNAP) and the Temporary Assista Please code your students as follow | ance for Needy Families (TAN | | |
| | Is the student economically disadvantaged? | How should student be coded on NAEP? | | |
| | 1. Yes 2. No | Eligible for free or reduced-price lunch Student not | | |
| | 3. Information missing | 2. Student hot eligible 3. Information unavailable | | |

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

| Excel Header/ | | | | |
|------------------------------------|--|--|--|---|
| Field Name | NAEP Values CEP Direct Certification Plus | | Comments | |
| | In CEP Direct Certification Plus In CEP schools in our state, economically disadvantaged students are identified in two ways: a) directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF); b) through a household income survey. | | | |
| | Please code your students as follows: | | | |
| | Is the student economically disadvantaged? | How should student be coded on NAEP? | | |
| | 1. Yes | 1. Eligible for free or reduced-price lunch | | |
| | 2. No | 2. Student not eligible | - - | |
| | 3. Information missing | 3. Information unavailable | | |
| | CEP AII | | | |
| | In our state, all students in CEP schools are considered economically disadvantaged. Please code your students as follows: | | | |
| | | | | |
| | Is the student economically | How should student be coded on NAEP? | | |
| | disadvantaged? 1. Yes | 1. Eligible for free lunch | | |
| | | lunch | | |
| Students with Disabilities (SD) | School-defined codes for <i>Yes, IEP</i>: Student has a formal Individualized Education Program (IEP), the student's IEP is in progress, or the student has an equivalent classification for private schools. If some students have both an IEP and a 504 Plan, code these students as "Yes, IEP." <i>No, not SD</i>: Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." <i>Information unavailable at this time</i>: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | | | Use ONE code per student, text or numeric |
| English Learner (EL) | School-defined codes for Yes, EL No, Not EL No, Formerly EL: If a studen proficiency within the previo formerly EL students in its ac should be coded as "No, form your NAEP State Coordinato using this code. Information unavailable at t | nt has achieved full English us 2 years <u>and</u> the state includ countability reports, the stude nerly EL." Public schools, con r if you have any questions ab his time: If you currently do r or more students, blank cells Available) in the cell(s) can b your NAEP representative of | ent itact pout not or an pe | Use ONE code per student, text or numeric |

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

Tips for ensuring the E-File process goes smoothly:

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

<u>Step 3 - E-File</u>

Once your file is prepared and checked for accuracy and completeness, log in to 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."

| | You Ready to E-File? |
|------|--|
| | plete the following steps before starting the E-File process: |
| | ead the NAEP 2022 Instructions for Preparing an Electronic File of Students, provided on the MyNAEP "Submit Student List" page; |
| | reate a student data file in Excel format using the NAEP 2022 E-File Excel Template, provided on the MyNAEP "Submit Student List" page, or acquire a tudent data file in Excel format in which the first row contains the appropriate variable names, including the correct number of race/ethnicity columns; |
| | nsure that your student data file contains one column for each of the variables detailed in the NAEP 2022 Instructions for Preparing an Electronic File of tudents. |
| | 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 |
| | EL indicator - to identify English 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 |
| * тғ | he 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: Upload - Submit your list to the E-Filing automated system. Identify Columns - Matching the column headings in your list to those in a standard list provided by the system. Identify Format/Codes - Matching the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP. Verify that this matching of codes has been done accurately by reviewing a summary of the data you have matched. |
| Before uploading a copy of your Excel student data file, please provide us with the following information: <u>Why we need this.</u> • Date list is accurate as of: (mm/dd/yyyy) |
| • Does your student data file contain <u>column headers</u> : Yes 💌 |
| To upload your student data file, you will need to locate the file on your computer. Click on the "Choose File" or "Browse" button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (*.*)". Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below. Click on the Upload button and proceed. |
| File Name: Choose File No file chosen |
| Upload |

Step 4 - Map Your Columns and Rows to NAEP Values

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

| 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 Learner (EL) indicator. If you are E-Filing for a year-round multi-track school, include a column for on- break indicator. | | | | | | | |
| Note: Click on the links below in the "Column Heading Is" to view the student data contained in that column. If you wish to correct or change your selections for column content descriptions, click the 'Clear' button. Clicking the "Clear" button will delete all of the selections you have made in each of the rows entitled "Columns Contains". <u>Click here to see a worksheet view of your student data.</u> If you find you have errors in your data, you will need to exit this program, correct the problem in your Excel file, and upload the file again. | | | | | | | |
| | | | | | | | Column Heading Is |
| State Unique Student ID | Your Column Contains | \sim | | | | | |
| Student First Name | | - | | | | | |
| Student Middle Name | | - | | | | | |
| Student Last Name | Chudant with a Directility | | | | | | |
| Grade | Student with a Disability | | | | | | |
| Homeroom or Other Locator | 1 | | | | | | |
| Month of Birth | | | | | | | |
| Year of Birth | English Learner | | | | | | |
| Sex | | | | | | | |
| Student with a Disability | | | | | | | |
| English Learner | Hispanic, of any race | | | | | | |
| Ethnicity (Hispanic or Non-Hispanic) | | | | | | | |
| White | | | | | | | |
| Black or African American | 1 | | | | | | |
| Asian | White | | | | | | |
| American Indian or AK Native | 1 | | | | | | |
| Native Hawaiian or Pac Islander | | | | | | | |
| School Lunch | Black or African American | | | | | | |
| On-Break Indicator | 1 | | | | | | |
| Student ZIP code | 1 | | | | | | |
| When you have identified all of the columns on your list, click the "Next" button to determined by the order of the columns in your Excel file. | Asian | 3 | les. 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.

| 1 | | | | | | | | | |
|--|------------------------------------|--------------------------|--------|------------|--|--|--|--|--|
| 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) | | | | | | | |
| | | | A | ge 17 | | | | | |
| # View Your | Values | NAEP Codes | Number | Percentage | | | | | |
| 1. 🤮 | 1 | Select Code 🗸 | 125 | 51.4% | | | | | |
| 2. 😫 | 2 | Select Code 🗸 | 118 | 48.6% | | | | | |
| When you have identified all of th | ne codes on your list, click the " | Next" button to proceed. | | | | | | | |
| Exit Back Next | | | | | | | | | |
| | | | | | | | | | |

Step 5 - Review Warnings and Verify Data

Submit Student List

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

| Submit Student List | |
|---|--|
| E-File Data Checks | |
| The following data you submitted have been checked again against the 2019-2020 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 | |
| A majority of your students are younger than expected for their grade. | |
| 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. | |
| School Lunch The number of students receiving reduced price lunch on the file you submitted is greater than the number of students receiving free lunch. | |
| Are your data correct? If you are satisfied with the information in your data file, click Continue. | |
| If you would like to change how you matched your school lunch codes to NAEP values, click here to return to the linking page. | |
| If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again. | |
| Start Over Continue Exit | |

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

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

E-File Step 4: Verify Your E-File

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

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

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

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

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

Age 9 students, Race/Ethnicity - one column

NAEP 2022 LTT 9 Instructions for Preparing and Submitting an Electronic File of St

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

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

Step 1 - The E-Filing Template

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

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

Step 2 - Compile Data for the Template

Prepare and submit a separate Excel file of all students in your school with birthdates between **January 1**, **2012** and **December 31**, **2012**. 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 Learners (EL). Make sure there are no duplicate students in your file.
- Make sure you provide information for all students in the sampled age group, including students participating in virtual/remote learning due to COVID-19.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.

If this is a year-round school,⁷ include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. The NAEP E-File Excel Template contains an "On Break" column you will use to identify those students who will be on break/on vacation by filling in "Yes." (If you are not using the template, be sure to create and provide data for an "On Break" column in your file.)

| Your Excel file must contain | the following data: |
|------------------------------|---------------------|

| Excel Header/ Field Name | NAEP Values | Comments |
|------------------------------|--|---|
| State unique Student ID | N/A | If available; do not use the student's Social Security number |
| Student First Name | N/A | Text; must be in its own column |
| Student Middle Name | N/A | Text; Middle Name is optional, but the column must be included in the Excel file |
| Student Last Name | N/A | Text; must be in its own column |
| Grade in School | Any | Use current year data |
| Homeroom or other Locator | N/A | If available; locator information is helpful in finding students and notifying them of the assessment |
| Month of Birth | M or MM (numeric format) | Numeric format; must be in its own column |
| Year of Birth | YYYY (numeric format) The expected ranges for Year of Birth are listed below: 2012 | Numeric format; must be in its own column |
| Sex | School-defined codes | Codes (numeric or text) for Male/Female |

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

| Excel Header/ Field Name | NAED Values | Comments |
|--|---|---|
| | NAEP Values | Comments |
| Race/Ethnicity - one column | School-defined codes for Hispanic, of any race: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race White, not Hispanic: A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East Black or African American, not Hispanic: A person having origins in any of the Black peoples of Africa Asian, not Hispanic: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam American Indian or Alaska Native, not Hispanic: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment Native Hawaiian or Pacific Islander, not Hispanic: A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands Two or More Races, not Hispanic: A person who identifies with two or more of the non-Hispanic categories above School does not collect this information: Available to nonpublic schools only. When used, this code must be applied to all students Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Use ONE code per student, text or numeric |
| National School Lunch Program (NSLP) | School defined codes for Student not eligible to participate: Student is not eligible for free or reduced-price lunch Free lunch: Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch." ⁸ Reduced-price lunch: Student is eligible for reduced-price lunch School not participating: School does not participate in the NSLP. When used, this code must be applied to all students. Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. SPECIAL INSTRUCTIONS FOR CEP SCHOOLS: If your school participates in the Community Eligibility Provision (CEP), note that for NAEP, only students who are economically disadvantaged students can be classified as eligible for free or reduced-price lunch. | Use ONE code per student, text or numeric |

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

| Excel Header/ Field Name | NAE | P Values | Comments | | | | |
|-----------------------------|--|--|----------|--|--|--|--|
| | | rect Only | | | | | |
| | In CEP schools in our state, e students are those who are d participation in assistance pro Supplemental Nutrition Assist Temporary Assistance for Ner | | | | | | |
| | Please code your students as follows: | | | | | | |
| | Is the student economically disadvantaged? 1. Yes | How should the student be coded on NAEP? 1. Eligible for free or reduced-price | | | | | |
| | 2. No 3. Information | lunch2. Student not eligible3. Information | | | | | |
| | missing | unavailable | | | | | |
| | | | - | | | | |
| | In CEP schools in our state students are identified in to through participation in ass Supplemental Nutrition Assis | - | | | | | |
| | CE | P All | _ | | | | |
| | In our state, all students in CEP schools are considered economically disadvantaged. Please code your students as follows: | | | | | | |
| | economically disadvantaged? 1. Yes | student be coded on NAEP? 1. Eligible for free lunch | | | | | |

| Excel Header/ | | |
|--|--|--|
| Field Name | NAEP Values | Comments |
| Field Name Students with Disabilities (SD) | School defined codes for <i>Yes, IEP</i>: Student has a formal Individualized Education Program (IEP), the student's IEP is in progress, or the student has an equivalent classification for private schools. If some students have both an IEP and a 504 Plan, code these students as "Yes, IEP." <i>No, not SD</i>: Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." <i>Information unavailable at this time</i>: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later | Use ONE code per student, text or numeric |
| English Learner (EL) | date. School-defined codes for Yes, EL No, Not EL No, Formerly EL: If a student has achieved full English proficiency within the previous 2 years and the state includes formerly EL students in its accountability reports, the student should be coded as "No, formerly EL." Public schools, contact your NAEP State Coordinator if you have any questions about using this code. Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Use ONE code per student, text or numeric |
| On-Break Indicator | School-defined code | Only for year- round schools; column can be left off if school is not year-round |
| Student ZIP Code | Numeric only | If available; format can be 5 digits or 5 plus 4 |

Tips for ensuring the E-File process goes smoothly:

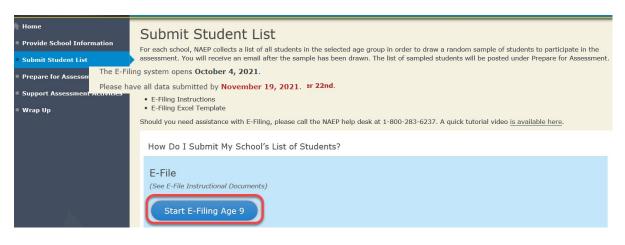
- The NAEP E-File template should be used, if possible. **Please use it as is**. Do not change the column headers. Student information must begin on the second row. There should be no empty rows between the headings and the student data or within the student data, and no headings within the data.
- If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

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

Step 3 - E-File

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

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



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

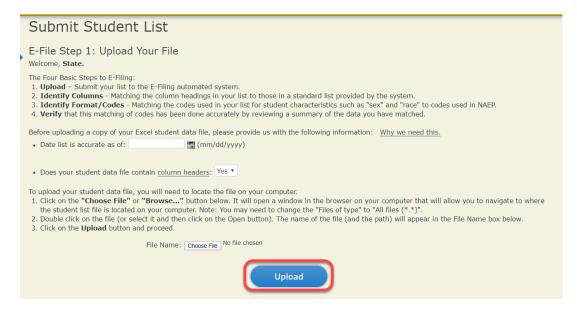
Are You Ready to E-File?

- Complete the following steps before starting the E-File process:
- Read the NAEP 2022 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 2022 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 2022 Instructions for Preparing an Electronic File of Students.
 - Students.
 - State Unique Student ID (do not use the student's Social Security number)
 - Student first name
 - Student last name
 - Grade in school (PK-12)
 - Homeroom or other locator information
 - $\circ~$ Month of birth (in M or MM number format, not spelled out as in "July") .
 - Year of birth (in YYYY format).
 - Sex
 - SD indicator to identify Students with a Disability, defined as a student with an Individualized Education Plan (IEP) for reasons other than being gifted and talented
 - $\circ~$ EL indicator to identify English 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

| ٩Ţ | f the data fo | r this | variable | are not | available | at the | time of | e-Filina. | vou must | still include | the em | noty column | in the | template. |
|----|---------------|--------|----------|---------|-----------|--------|---------|-----------|----------|---------------|--------|-------------|--------|-----------|
| - | i une unu io | i chio | variable | are not | available | ac che | unic or | c runng, | you muse | Sem mercade | the em | ipcy column | in the | complace. |

| Print | Continue | Exit |
|-------|----------|------|
|-------|----------|------|

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



Step 4 - Map Your Columns and Rows to NAEP Values

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

| NAEP columns | and then | match row | values to | NAEP | values. |
|--------------|----------|-----------|-----------|------|---------|
|--------------|----------|-----------|-----------|------|---------|

| E-File Step 2: Identify Your Column Contents We need to know what information is in each column of your student data file Contains*. If there is no appropriate description in the drop-down list, plee student as possible. However, the essential information that must be reflecten name, month of birth, year of birth, sex, student with a disability (SD) indicar multi-track school, include a column for on-break indicator. | ase select N/A. It is important for d in the columns on the student | r us list i | to have as much information about each s: grade, student first name, student last |
|---|--|----------------|--|
| Note: Click on the links below in the "Column Heading Is" to view the stud selections for column content descriptions, click the 'Clear' button. Clicking of the rows entitled "Columns Contains". <u>Click here to see a worksheet view of your student data.</u> If you find you have error file, and upload the file again. | g the "Clear" button will delete | all o | f the selections you have made in each |
| Column Heading Is | Your Column Contains Clear | | |
| GRADE | N/A 🗸 | | |
| FIRSTNAME | | | |
| LASTNAME | Birth Date: Month of Birth | | |
| MOB | | | |
| YOB | Disth Dates Year of Disth | | |
| SEX | Birth Date: Year of Birth | | |
| <u>SD</u> | | | |
| ELL | Sex | | |
| RACE | | | |
| SCHOOLLUNCH | Student with a Disability | | |
| When you have identified all of the columns on your list, click the "Next" button to determined by the order of the columns in your Excel file. | English Learner | | Codes. The following screens will be |

Race/Ethnicity

Exit

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.

ues.

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

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

To view the student records that have the selected value in the "Sex" column, click on the view icon Selected value the worksheet containing all of your student data, <u>click here</u>.

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

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

| Age 9 expected CCD Percentages: Source 2017- 2018 School Year | | | | | |
|---|-------------|---------------|--------|------------|--|
| | Male | | Female | | |
| 48.9% | | | 51.1% | | |
| Your File Contains 2 Value(s) | | | | | |
| | | | А | lge 9 | |
| # View | Your Values | NAEP Codes | Number | Percentage | |
| 1. 🥵 | 1 | Select Code 🗸 | 312 | 49.2% | |
| 2. 强 | 2 | Select Code 🗸 | 322 | 50.8% | |
| When you have identified all of the codes on your list, click the "Next" button to proceed. | | | | | |
| | | | | | |
| Exit Back Next | | | | | |

Step 5 - Review Warnings and Verify Data

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

| -File Data Che | ks |
|---------------------------------------|--|
| program of the Natio | u submitted have been checked again against the 2019-2020 Common Core of Data (CCD) for your school. The CCD, a nal Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public ndary schools and school districts. The following data you submitted have also been checked against your historical data (if hool. |
| | ies found between the information in your data file, and the information in the CCD and historical records for your school. arming message and do one of the following: |
| Review and modi file and uploading | y the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel the file again. |
| If the data from y | our file are correct as is, continue with the data checks process. |
| • The number of stud | ents receiving reduced price lunch on the file you submitted is greater than the number of students receiving free lunch. |
| Are your data correct | ? If you are satisfied with the information in your data file, click Continue. |
| | |
| If you would like to c | hange how you matched your school lunch codes to NAEP values, click here to return to the linking page. |

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

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

E-File Step 4: Verify Your E-File

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

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

1. Students who are not Hispanic and identify with more than one race category are classified as Two or more races, not Hispanic.

2. Students whose ethnicity is Hispanic, regardless of race, are classified as Hispanic, of any race.

| | Age 9 Students Number | Percentage |
|---|--------------------------|---------------------------------------|
| Grade | | |
| Grade 3 | 67 | 10.57% |
| Grade 4 | 473 | 74.61% |
| Grade 5 | 94 | 14.83% |
| Sex | | |
| Male | 312 | 49.21% |
| Female | 322 | 50.79% |
| Student with a Disability | | |
| Yes, IEP | 83 | 13.09% |
| No, not SD | 545 | 85.96% |
| Information unavailable at this time | 6 | 0.95% |
| NAEP Race/Ethnicity | | |
| White, not Hispanic | 269 | 42.43% |
| Black or African American, not Hispanic | 117 | 18.45% |
| Hispanic, of any race | 171 | 26.97% |
| Asian, not Hispanic | 33 | 5.21% |
| American Indian or Alaska Native, not Hispanic | 9 | 1.42% |
| Native Hawaiian or Pacific Islander, not Hispanic | 1 | 0.16% |
| Two or More Races (not Hispanic) | 31 | 4.89% |
| Information unavailable at this time | 3 | 0.47% |
| inglish Learner age Learner | | |
| EL | 78 | 12.3% |
| ot EL | 3 | 0.47% |
| ormerly EL | 548 | 86.44% |
| Information unavailable at this time | 5 | 0.79% |
| School Lunch | | |
| Student not eligible | 233 | 36.75% |
| Free lunch | 282 | 44.48% |
| Reduced price lunch | 20 | 3.15% |
| Information unavailable at this time | 99 | 15.62% |
| Total Enrollment: | 634 | |
| Information is CORRECT. To the best of my knowledg Complete (includes all enrolled students), and Accur Information is INCORRECT. | | nt (based on 2019 - 2020 enrollment), |
| | | |
| | | |

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

Age 9 students, Race/Ethnicity - two columns

NAEP 2022 LTT 9 Instructions for Preparing and NAEP Submitting an Electronic File of Students (Two Columns Race/Ethnicity)

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

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

<u>Step 1 – The E-Filing Template</u>

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



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

Prepare and submit a separate Excel file of all students in your school with birthdates between **January 1**, **2012** and **December 31**, **2012**. 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 Learners (EL). Make sure there are no duplicate students in your file.
- Make sure you provide information for all students in the sampled age group, including students participating in virtual/remote learning due to COVID-19.
- Also include students in the age group who were displaced from other locations due to hurricanes and other disasters.

If this is a year-round school,⁹ include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. The NAEP E-File Excel Template contains an "On Break" column you will use to identify those students who will be on break/on vacation by filling in "Yes." (If you are not using the template, be sure to create and provide data for an "On Break" column in your file.)

| Excel Header/ | | |
|-----------------------------------|--|---|
| Field Name | NAEP Values | Comments |
| State unique Student ID | N/A | If available; do not use the student's Social Security number |
| Student First Name | N/A | Text; must be in its own column |
| Student Middle Name | N/A | Text; Middle Name is optional, but the column must be included in the Excel file |
| Student Last Name | N/A | Text; must be in its own column |
| Grade in School | Any | Use current year data |
| Homeroom or other Locator | N/A | If available; locator information is helpful in finding students and notifying them of the assessment |
| Month of Birth | M or MM (numeric format) | Numeric format; must be in its own column |
| Year of Birth | YYYY (numeric format) The expected ranges for Year of Birth are listed below: 2012 | Numeric format; must be in its own column |
| Sex | School-defined codes | Codes (numeric or text) for Male/Female |
| Ethnicity (Hispanic or not) | School-defined codes for Yes, Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race No, Not Hispanic Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Use ONE code per student, text or numeric |

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

| Excel Header/ | | |
|---|--|---|
| Field Name | NAEP Values | Comments |
| Race | School-defined codes for White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East Black or African American: A person having origins in any of the Black peoples of Africa Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment Native Hawaiian or Pacific Islander: A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands Two or More Races: A person who identifies with two or more of the race categories above School does not collect this information: Available to nonpublic schools only. When used, this code must be applied to all students. Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Use ONE code per student, text or numeric |
| National School Lunch Program (NSLP) | School defined codes for Student not eligible to participate: Student is not eligible for free or reduced-price lunch Free lunch: Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch."¹⁰ Reduced-price lunch: Student is eligible for reduced-price lunch School not participating: School does not participate in the NSLP. When used, this code must be applied to all students. Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Use ONE code per student, text or numeric |

¹⁰ If it is not possible to distinguish between "free" and "reduced-price" for some students, code these students as eligible for free lunch.

| Excel Header/ Field Name | NA | EP Values | Comments |
|-----------------------------|---|---|----------|
| | SPECIAL INSTRUCT SCHOOLS: If your s the Community Elig note that for NAEP economically disad be classified as elig reduced-price lunc | | |
| | CEP D In CEP schools in our state students are those who are participation in assistance p Supplemental Nutrition As | | |
| | Please code your students a Is the student economically disadvantaged? 1. Yes 2. No 3. Information missing CEP Direct (| As follows: How should the student be coded on NAEP? 1. Eligible for free or reduced-price lunch 2. Student not eligible 3. Information unavailable Certification Plus | |
| | In CEP schools in our state students are identified in tv through participation in ass Supplemental Nutrition As | e, economically disadvantaged vo ways: (a) directly certified sistance programs such as the sistance Program (SNAP) and for Needy Families (TANF) and come survey. as follows: How should the student be coded on NAEP? 1. Eligible for free or reduced price | |
| | 2. No 3. Information missing | 2. Student not eligible 3. Information unavailable | |

| Excel Header/ Field Name | NAED | Values | Commonts | |
|---------------------------------------|--|--|--|--|
| rielu Ivallie | NAEP Values CEP All | | Comments | |
| | In our state, all students in CEP schools are considered economically disadvantaged. Please code your students as follows: | | | |
| | Is the student economically disadvantaged? 1. Yes | How should the student be coded on NAEP? 1. Eligible for free lunch | | |
| Students with Disabilities (SD) | School-defined codes for <i>Yes, IEP</i>: Student has a formal Individualized Education Program (IEP), the student's IEP is in progress, or the student has an equivalent classification for private schools. If some students have both an IEP and a 504 Plan, code these students as "Yes, IEP." <i>No, not SD</i>: Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." <i>Information unavailable at this time:</i> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect | | Use ONE code per student, text or numeric | |
| English Learner (EL) | the data at a later date. School-defined codes for Yes, EL No, Not EL No, Formerly EL: If a student has achieved full English proficiency within the previous 2 years and the state includes formerly EL students in its accountability reports, the student should be coded as "No, formerly EL." Public schools, contact your NAEP State Coordinator if you have any questions about using this code. Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | | Use ONE code per student, text or numeric | |
| On-Break Indicator | School-defined code | | Only for year-round schools; column can be left off if school is not year-round | |
| Student ZIP Code | Numeric only | | If available; format can be 5 digits or 5 plus 4 | |

Tips for ensuring the E-File process goes smoothly:

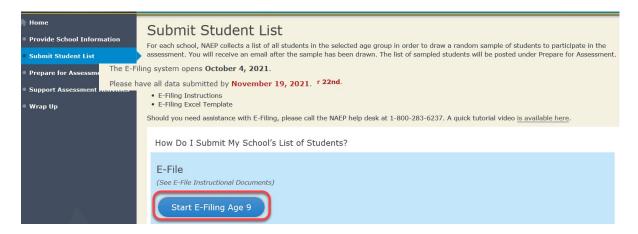
• The NAEP E-File template should be used, if possible. **Please use it as is.** Do not change the column headers. Student information must begin on the second row. There should be no empty rows between the headings and the student data or within the student data, and no headings within the data.

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

<u>Step 3 – E-File</u>

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

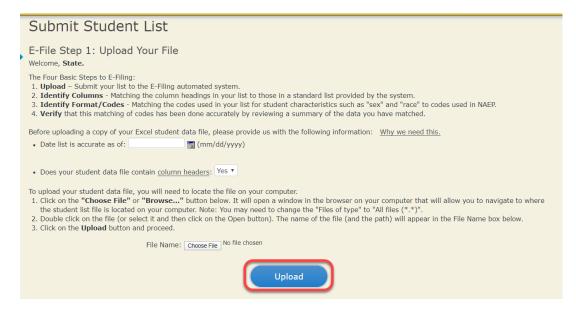
• Select the "Start E-Filing Age 9" button.



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

| Submit Student List | |
|--|-------------------------|
| Are You Ready to E-File? | |
| Complete the following steps before starting the E-File process: Read the NAEP 2022 Instructions for Preparing an Electronic File of Students, provided on the MyNAEP "Submit Student List" page | ge; |
| Create a student data file in Excel format using the NAEP 2022 E-File Excel Template, provided on the MyNAEP "Submit Student List" student data file in Excel format in which the first row contains the appropriate variable names, including the correct number of race/ethn | |
| Ensure that your student data file contains one column for each of the variables detailed in the NAEP 2022 Instructions for Preparing Students. | g an Electronic File of |
| State Unique Student ID (do not use the student's Social Security number) | |
| Student first name | |
| Student last name | |
| Grade in school (PK-12) | |
| Homeroom or other locator information | |
| Month of birth (in M or MM number format, not spelled out as in "July"). | |
| Year of birth (in YYYY format). | |
| • Sex | |
| SD indicator - to identify Students with a Disability, defined as a student with an Individualized Education Plan (IEP) for reasons other talented | r than being gifted and |
| EL indicator - to identify English 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 date. (Please see your MyNAEP home page for assessment date). | r school's assessment |
| If you are submitting an E-File for a non year-round school: do not provide values for this variable | |
| Student Zip Code - include the student zip code, if available | |
| * If the data for this variable are not available at the time of e-Filing, you must still include the empty column in the template. | |
| Print Continue Exit | |

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



Step 4 - Map Your Columns and Rows to NAEP Values

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

| Submit Student List | |
|---|--|
| E-File Step 2: Identify Your Column Contents | |
| We need to know what information is in each column of your student data fill Contains*. If there is no appropriate description in the drop-down list, plea | ase select N/A. It is important for us to have as much information about each d in the columns on the student list is: grade, student first name, student las |
| Note: Click on the links below in the "Column Heading Is" to view the stud selections for column content descriptions, click the 'Clear' button. Clickin of the rows entitled "Columns Contains". | |
| Click here to see a worksheet view of your student data. If you find you have error file, and upload the file again. | s in your data, you will need to exit this program, correct the problem in your Exc |
| Column Heading Is | Your Column Contains Clear |
| State Unique Student ID | Your Column Contains V |
| Student First Name | |
| Student Middle Name | |
| Student Last Name | Birth Date: Month of Birth |
| Grade | |
| Homeroom or Other Locator | Birth Date: Year of Birth |
| Month of Birth | |
| Year of Birth | Sex |
| Sex | |
| Student with a Disability | Student with a Disability |
| English Learner | Student with a Disability |
| Ethnicity (Hispanic or Non-Hispanic) | |
| Race | English Learner |
| School Lunch | |
| On-Break Indicator | Ethnicity (Hispanic or not Hispanic) |
| Student ZIP code | |
| When you have identified all of the columns on your list, click the "Next" button to determined by the order of the columns in your Excel file. | P Race i. The following screens will be |
| Exit Bad | o School Lunch |

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 S | Student List | | | |
|--|---|--|---|-------------------------|
| E-File Step 3 | -1: Match Your Values to I | NAEP codes | | |
| For each of your va | alues below, click on the down arrow ne | xt to "Select Code" and click on the NAEP code | e that best matches you | r value. |
| To view the studen your student data, | | n the "Sex" column, click on the view icon 😫 l | below. To view the work | sheet containing all of |
| If there is an erro file, and upload t | | il you get to the Upload page. Then click " | 'Exit", correct the pro | blem in your Excel |
| | | Sex | | |
| information from the Statistics. It is a co | e Common Core of Data (CCD). The Comprehensive, annual, national statistic and percentages and continue if all are | | ication's National Center c elementary and secon | r for Education |
| | · · | CCD Percentages: Source 2017- 2018 School | | |
| | Male Female 48.9% 51.1% | | | |
| | | Your File Contains 2 Value(s) | | |
| | | | A | ge 9 |
| # View | Your Values | NAEP Codes | Number | Percentage |
| 1. 强 | 1 | Select Code 🗸 | 312 | 49.2% |
| 2. 强 | 2 | Select Code 🗸 | 322 | 50.8% |
| When you have ide | entified all of the codes on your list, click | | | |

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.

| -File Data Che | ks |
|---------------------------------------|--|
| program of the Natio | u submitted have been checked again against the 2019-2020 Common Core of Data (CCD) for your school. The CCD, a nal Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public ndary schools and school districts. The following data you submitted have also been checked against your historical data (if hool. |
| | ies found between the information in your data file, and the information in the CCD and historical records for your school. arming message and do one of the following: |
| Review and modi file and uploading | y the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel the file again. |
| If the data from y | our file are correct as is, continue with the data checks process. |
| • The number of stud | ents receiving reduced price lunch on the file you submitted is greater than the number of students receiving free lunch. |
| Are your data correct | ? If you are satisfied with the information in your data file, click Continue. |
| | |
| If you would like to c | hange how you matched your school lunch codes to NAEP values, click here to return to the linking page. |

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

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

E-File Step 4: Verify Your E-File

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

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

1. Students who are not Hispanic and identify with more than one race category are classified as Two or more races, not Hispanic.

2. Students whose ethnicity is Hispanic, regardless of race, are classified as Hispanic, of any race.

| | Age 9 Students Number | Percentage |
|---|--------------------------|---------------------------------------|
| Grade | | |
| Grade 3 | 67 | 10.57% |
| Grade 4 | 473 | 74.61% |
| Grade 5 | 94 | 14.83% |
| Sex | | |
| Male | 312 | 49.21% |
| Female | 322 | 50.79% |
| Student with a Disability | | |
| Yes, IEP | 83 | 13.09% |
| No, not SD | 545 | 85.96% |
| Information unavailable at this time | 6 | 0.95% |
| NAEP Race/Ethnicity | | |
| White, not Hispanic | 269 | 42.43% |
| Black or African American, not Hispanic | 117 | 18.45% |
| Hispanic, of any race | 171 | 26.97% |
| Asian, not Hispanic | 33 | 5.21% |
| American Indian or Alaska Native, not Hispanic | 9 | 1.42% |
| Native Hawaiian or Pacific Islander, not Hispanic | 1 | 0.16% |
| Two or More Races (not Hispanic) | 31 | 4.89% |
| Information unavailable at this time | 3 | 0.47% |
| NAEP English Language Learner | | |
| Yes, ELL | 78 | 12.3% |
| No, not ELL | 3 | 0.47% |
| No, Formerly ELL | 548 | 86.44% |
| Information unavailable at this time | 5 | 0.79% |
| English Learner EL | | |
| | 233 | 36.75% |
| not EL Formerly EL | 282 | 44.48% |
| Formerly EL | 20 | 3.15% |
| Information unavailable at this time | 99 | 15.62% |
| Total Enrollment: | 634 | |
| Information is CORRECT. To the best of my knowledg Complete (includes all enrolled students), and Accur Information is INCORRECT. | | nt (based on 2019 - 2020 enrollment), |
| | | |
| Exit | Back Print Submit | |

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

Age 9 students, Race/Ethnicity - six columns

NAEP 2022 LTT 9 Instructions for Preparing and Submitting an Electronic File of St its (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 on the "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.



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**, **2012** and **December 31**, **2012**. 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 Learners (EL). Make sure there are no duplicate students in your file.
- Make sure you provide information for all students in the age group, including students participating in virtual/remote learning due to COVID-19.
- 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,¹¹ include students who will be on break/on vacation on the scheduled assessment day along with all of the other students in the sampled age group. The NAEP E-File Excel Template contains an "On Break" column you will use to identify those students who will be on break/on vacation by filling in "Yes." (If you are not using the template, be sure to create and provide data for an "On Break" column in your file.)

Your Excel file must contain the following data:

| Excel Header/ | | |
|-----------------------------------|--|--|
| Field Name | NAEP Values | Comments |
| State unique Student ID | N/A | If available; do not use the student's Social Security number |
| Student First Name | N/A | Text; must be in its own column |
| Student Middle Name | N/A | Text; Middle Name is optional, but the column must be included in the Excel file |
| Student Last Name | N/A | Text; must be in its own column |
| Grade in School | Any | Use current year data |
| Homeroom or other Locator | N/A | If available; locator information is helpful in finding students and notifying them of the assessment |
| Month of Birth | M or MM (numeric format) | Numeric format; must be in its own column |
| Year of Birth | YYYY (numeric format) The expected ranges for Year of Birth are listed below: 2012 | Numeric format; must be in its own column |
| Sex | School-defined codes | Codes (numeric or text) for Male/Female |
| Ethnicity (Hispanic or not) | School-defined codes for Yes, Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race No, Not Hispanic Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Indicate all Race/Ethnicity categories that apply for each student, text or numeric |

¹¹ In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9month calendar. However, at any one time during the year, a percentage (e.g., 25 percent) of the students will be on break or on vacation.

| Excel Header/ | | |
|---|--|--|
| Field Name | NAEP Values | Comments |
| Race: White | Yes, White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East No, not White Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Indicate all Race/Ethnicity categories that apply for each student, text or numeric |
| Race: Black or African American | Yes, Black: A person having origins in any of the Black peoples of Africa No, not Black Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Indicate all Race/Ethnicity categories that apply for each student, text or numeric |
| Race: Asian | Yes, Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam No, not Asian Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Indicate all Race/Ethnicity categories that apply for each student, text or numeric |
| Race: American Indian or Alaska Native | Yes, American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment No, not American Indian or Alaska Native Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Indicate all Race/Ethnicity categories that apply for each student, text or numeric |

| Excel Header/ | | |
|--|--|--|
| Field Name | NAEP Values | Comments |
| Race: Native Hawaiian or Pacific Islander | Yes, Native Hawaiian or Pacific Islander: A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands No, not Native Hawaiian or Pacific Islander Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Indicate all Race/Ethnicity categories that apply for each student, text or numeric |
| National School Lunch Program (NSLP) | School defined codes for Student not eligible to participate: Student is not eligible for free or reduced-price lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch." ¹¹² Reduced-price lunch: Student is eligible for reduced-price lunch School not participating: School does not participate in the NSLP. When used, this code must be applied to all students. Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. SPECIAL INSTRUCTIONS FOR CEP SCHOOLS: If your school participates in the Community Eligibility Provision (CEP), note that for NAEP, only students who are economically disadvantaged students can be classified as eligible for free or reduced-price lunch. | Use ONE code per student, text or numeric |

¹² 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 | | Values | Comments |
| | | rect Only | |
| | In CEP schools in our sta disadvantaged students directly certified throug assistance programs su Nutrition Assistance Pro | ate, economically are those who are h participation in ch as the Supplemental | |
| | Please code your studer | nts as follows: | |
| | Is the student economically disadvantaged? 1. Yes | How should the student be coded on NAEP? 1. Eligible for free | |
| | | or reduced-price lunch | |
| | 2. No | 2. Student not eligible | |
| | 3. Information missing | 3. Information unavailable | |
| | CEP Direct C | ertification Plus | _ |
| | assistance programs su Nutrition Assistance Pro | ed through participation in ch as the Supplemental gram (SNAP) and the or Needy Families (TANF) shold income survey. | |
| | Is the student | How should the | |
| | economically disadvantaged? | 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 | |
| | | | |
| | _ | | |
| | In our state, all students considered economicall | | |
| | Please code your studer | nts as follows: | |
| | Is the student economically disadvantaged? | How should the student be coded on NAEP? | |
| | 1. Yes | 1. Eligible for free lunch | |
| | | | |

| Excel Header/ | | |
|---------------------------------------|---|--|
| Field Name | NAEP Values | Comments |
| Students with Disabilities (SD) | School-defined codes for Yes, IEP: Student has a formal Individualized Education Program (IEP), the student's IEP is in progress, or the student has an equivalent classification for private schools. If some students have both an IEP and a 504 Plan, code these students as "Yes, IEP." No, not SD: Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD." Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Use ONE code per student, text or numeric |
| English Learner (EL) | School-defined codes for Yes, EL No, Not EL No, Formerly EL: If a student has achieved full English proficiency within the previous 2 years and the state includes formerly EL students in its accountability reports, the student should be coded as "No, formerly EL." Public schools, contact your NAEP State Coordinator if you have any questions about using this code. Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. | Use ONE code per student, text or numeric |
| On-Break Indicator | School-defined code | Only for year- round schools; column can be left off if school is not year-round |
| Student ZIP Code | Numeric only | If available; format can be 5 digits or 5 plus 4 |

Tips for ensuring the E-File process goes smoothly:

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

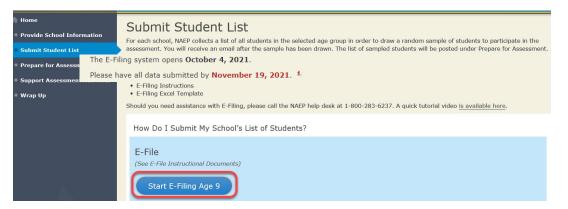
and your value of "1" is "Male" and a "2" is "Female," or whatever the correct interpretation.)

- Be sure to give your file a unique, descriptive name. Select "File," then "Save As," and give it a name such as "Your School Name Age 9.xls." Should you need to reference your file again, this will help you locate it after E-Filing.
- The first row of data in your file will be read as the column header unless you indicate otherwise on the E-Filing "Welcome" page. Each succeeding row will be considered a student record.
- If you merge or cut and paste data from another Excel file into the template, review the file afterward to be sure there are properly aligned student data in every row and there are no column headers or blank rows in the middle of the data.
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.
- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

Step 3 - E-File

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

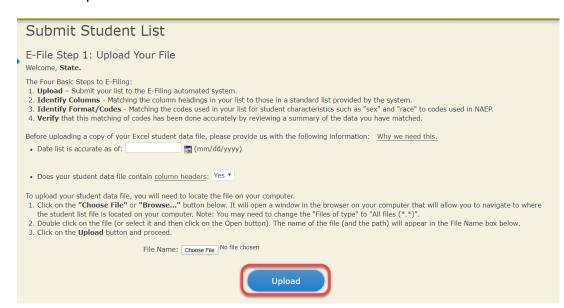
• Select the "Start E-Filing Age 9" button.



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

| Submit Student List |
|---|
| Are You Ready to E-File? |
| Complete the following steps before starting the E-File process: |
| Read the NAEP 2022 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 2022 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 2022 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). |
| |
| 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 |
| EL indicator - to identify English 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."



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 | |
|---|--|
| If there is no appropriate description in the drop-down list, please select N/A. It is i However, the essential information that must be reflected in the columns on the stu- birth, sex, student with a disability (SD) indicator, and English Learner (EL) indicator. Note: Click on the links below in the "Column Heading Is" to view the stud selections for column content descriptions, click the 'Clear' button. Clicking of the rows entitled "Columns Contains". | udent list is: grade, student first name, student last name, month of birth, year of or. If you are E-Filing for a year-round multi-track school, include a column for on- lent data contained in that column. If you wish to correct or change your g the "Clear" button will delete all of the selections you have made in each |
| Click here to see a worksheet view of your student data. If you find you have errors file, and upload the file again. | s in your data, you will need to exit this program, correct the problem in your Excel |
| | |
| Column Heading Is | Your Column Contains Clear |
| State Unique Student ID | Your Column Contains V |
| Student First Name | |
| Student Middle Name | |
| Student Last Name | Student with a Disability |
| Grade | |
| Homeroom or Other Locator | |
| Month of Birth | English Learner |
| Year of Birth | Light Learner |
| Sex | |
| Student with a Disability | |
| English Learner | Hispanic, of any race |
| Ethnicity (Hispanic or Non-Hispanic) | |
| White | |
| Black or African American | White |
| Asian | |
| American Indian or AK Native | |
| Native Hawaiian or Pac Islander | |
| School Lunch | Black or African American |
| On-Break Indicator | |
| Student ZIP code | |
| When you have identified all of the columns on your list, dick the "Next" button to determined by the order of the columns in your Excel file. | Asian |

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

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

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

To view the student records that have the selected value in the "Sex" column, click on the view icon S below. To view the worksheet containing all of your student data, <u>click here</u>.

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

Sex

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

| Your File Contains 2 Value(s) View Your Values | |
|--|-------------------|
| View Your Values NAEP Codes | Age 9 |
| | Number Percentage |
| - 🔝 1 Select Code 🗸 | 312 49.2% |
| 2 Select Code 🗸 | 322 50.8% |

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.

| -File Data Che | ks |
|---------------------------------------|--|
| program of the Natio | u submitted have been checked again against the 2019-2020 Common Core of Data (CCD) for your school. The CCD, a nal Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public ndary schools and school districts. The following data you submitted have also been checked against your historical data (if hool. |
| | ies found between the information in your data file, and the information in the CCD and historical records for your school. arming message and do one of the following: |
| Review and modi file and uploading | y the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel the file again. |
| If the data from y | our file are correct as is, continue with the data checks process. |
| • The number of stud | ents receiving reduced price lunch on the file you submitted is greater than the number of students receiving free lunch. |
| Are your data correct | ? If you are satisfied with the information in your data file, click Continue. |
| | |
| If you would like to c | hange how you matched your school lunch codes to NAEP values, click here to return to the linking page. |

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

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

E-File Step 4: Verify Your E-File

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

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

1. Students who are not Hispanic and identify with more than one race category are classified as Two or more races, not Hispanic.

2. Students whose ethnicity is Hispanic, regardless of race, are classified as Hispanic, of any race.

| | Age 9 Students Number | Percentage |
|---|--------------------------|--------------------------------------|
| Grade | | |
| Grade 3 | 67 | 10.57% |
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| Sex | | |
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| Female | 322 | 50.79% |
| Student with a Disability | | |
| Yes, IEP | 83 | 13.09% |
| No, not SD | 545 | 85.96% |
| Information unavailable at this time | 6 | 0.95% |
| NAEP Race/Ethnicity | | |
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| Two or More Races (not Hispanic) | 31 | 4.89% |
| Information unavailable at this time | 3 | 0.47% |
| NAEP English Language Learner | | |
| Yes, ELL | 78 | 12.3% |
| No, not ELL | 3 | 0.47% |
| No, Formerly ELL | 548 | 86.44% |
| English Learner lable at this time | 5 | 0.79% |
| EL | | |
| not EL | 233 | 36.75% |
| Formerly EL | 282 | 44.48% |
| neuacea price ranch | 20 | 3.15% |
| Information unavailable at this time | 99 | 15.62% |
| Total Enrollment: | 634 | |
| Information is CORRECT . To the best of my knowledge Complete (includes all enrolled students), and Accura Information is INCORRECT . | | t (based on 2019 - 2020 enrollment), |
| | | |
| Exit | ack Print Submit | |

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