

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

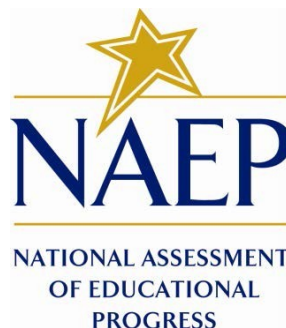
National Assessment of Education Progress (NAEP) 2024

Appendix I2

High School Transcript Study (HSTS)

Content of the HSTS Website

OMB# 1850-0928 v.29



March 2023

No updates since v.28

Appendix I2 (formally J3) provides a sample from 2019 (OMB# 1850-0928 v.15). Updates to High School Transcript Study (HSTS) will be available as part of the Assessment Management System (AMS) in Amendment #2 to be submitted by May 2023.

Table of Contents

HSTS Website Login Screen.....	3
Home page.....	4
Learn about Your Role on the High School Transcript Study.....	6
Welcome to the High School Transcript Study! Please Register.....	7
Submit Course Catalogs.....	8
Complete the School Information Form.....	9
Submit Student Transcripts Electronic Version.....	10
Submit Student Transcripts Hardcopy Version.....	12
Review Parent Information Letter.....	13
Review Parent Consent Letter.....	14
Resources.....	15
Learn about Your Role on the High School Transcript Study.....	15
NAEP in Your School – HSTS brochure.....	15
HSTS Website Tutorial.....	20
Decision Guide for Submitting Student Transcripts.....	21
HSTS FERPA Disclosure Record Annotation Text.....	23
Welcome to the High School Transcript Study! Please Register.....	24
Registration Survey.....	24
Submit Course Catalogs.....	29
Course Catalog Survey.....	29
Complete the School Information Form.....	31
Decision Guide for Submitting Student Transcripts.....	31
HSTS_School information Form.....	31
Submit Student Transcripts Electronic Version.....	39
HSTS Guidelines for Electronic Transcripts.....	39
Review Parent Information Letter.....	51
HSTS FERPA Disclosure Record Annotation Text.....	51
HSTS Parent Information Letter.....	51
Review Parent Consent Letter.....	52
HSTS FERPA Disclosure Record Annotation Text.....	52
HSTS Parent Information Letter.....	52
HSTS Parent Consent Letter.....	52

Description of the HSTS Website: The NAEP State and TUDA Coordinators or school HSTS coordinators, depending on how tasks are designated, are responsible for providing information and materials for the study, including course catalogs and student transcripts, using the HSTS website, which is an online secure file-sharing site. The HSTS website serves as the primary resource and action center throughout the data collection period and is provided in this document.

Notes on the organization of Appendix J3

- Red text indicates descriptive notes and references to Appendices other than J3
- Green text indicates text from hyperlinks or references within this document.
- The Resources section of this document (beginning on page 17) contains the text of hyperlinks

HSTS Website Login Screen

Welcome to the High School Transcript Study

Username:

Password:

[Request a password change](#)

NAEP Secure Transfer System

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 average 3 hours for schools that submit paper based transcripts or 3.5 hours for schools that submit electronic transcripts. 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, 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 09/30/2021

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 you provide 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 each student's 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.

Notice: You are accessing a U.S. Government information system.

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

Sign On

Screenshot of the login page – will be provided as a change request in October 2018

Home page

Welcome to the NAEP High School Transcript Study.

Your current activities for this study are listed below. Click on an activity to see specific instructions and resources.

Upload

My Activities

The following content is always available on the Home page.

[Learn about Your Role on the High School Transcript Study](#)

The following content is available the first time a school-level user accesses the site, prior to completing the registration process.

[Welcome to the High School Transcript Study, Please Register](#)

The following content is available to school-level users once the registration process is complete. ***The user will only see items which that user has been designated to complete.*** For example, if the state is submitting course catalogs, a school-level user will ***not*** see that activity listed.

[Submit Course Catalogs](#)

[Complete the School Information Form](#)

The following content is available to school-level users beginning in mid-April, for schools that are designated as the student transcript submitters.

[Submit Student Transcripts](#)

The following content is available only to school-level users who request either a parent information letter or a parent consent letter template.

[Review Parent Information Letter](#)

[Review Parent Consent Letter](#)

Screenshot

Because the list of activities that appears on the Home page is dynamic and depends on which tasks the school is designated to complete, as well as when the site is accessed, the screen shot below is example of how the Home page looks under the following conditions:

- Registration is completed
- October 2018 – mid April 2019
- School is designated to submit catalogs and complete the School Information Form

The screenshot shows the NAEP High School Transcript Study Home page. The header features the NAEP logo (National Assessment of Educational Progress) on the left and a blue banner with the text "Welcome to the High School Transcript Study". Below the banner, a navigation bar indicates the user is signed on as "TEST_SCHOOL9 (test_school9)" and provides links for "MY ACCOUNT", "SIGN OUT", and "HELP". A sidebar on the left contains a "HOME" link. The main content area displays a green checkmark icon and the text "Welcome to the NAEP High School Transcript Study." Below this, a message states: "Your current activities for this study are listed below. Click on an activity to see specific instructions and resources." An "Upload" button with a folder icon is visible. The "My Activities" section lists three items: "Learn about Your Role on the High School Transcript..." (3 files, from NAEP High School Transcript Study at 8/1/2018 2:56:12 PM), "Submit Course Catalogs" (from NAEP High School Transcript Study at 8/1/2018 2:56:00 PM), and "Complete the School Information Form" (2 files, from NAEP High School Transcript Study at 8/1/2018 2:55:48 PM).

Learn about Your Role on the High School Transcript Study

Learn about Your Role on the High School Transcript Study

Thank you for participating in the 2019 NAEP High School Transcript Study (HSTS)! HSTS is a national study that examines coursetaking patterns of students and relates those patterns to educational achievement and NAEP assessment data.

To get started with your work on HSTS, you will find it helpful to review the resources listed below. The resources provide information regarding the study, your important role on the study, and how to use this website to complete study tasks. These resources include:

- **NAEP in Your School - HSTS:** This brochure provides an overview of the purpose and key features of the NAEP High School Transcript Study, along with a schedule of the activities you will be completing.
- **HSTS Website Tutorial:** This short tutorial video demonstrates the features of the HSTS website that you will be using to complete your activities.
- **Decision Guide for Submitting Student Transcripts:** This document outlines the two methods for submitting student transcripts (electronic and paper). It is recommended that you review this information before choosing a submission method.
- **HSTS FERPA Disclosure Record Annotation Text:** To be appended to the student record of students sampled for the study.
- For more information, you may also visit the High School Transcript Study website at: <http://nces.ed.gov/nationsreportcard/hsts>. (<http://nces.ed.gov/nationsreportcard/hsts>)

Resources:

- [NAEP in Your School – HSTS \(see Resources section of this document\)](#)
Download
- [HSTS Website Tutorial \(see Resources section of this document for the video script\)](#)
Download
- [Decision Guide for Submitting Student Transcripts \(see Resources section of this document\)](#)
Download
- [HSTS FERPA Disclosure Record Annotation Text \(see Resources section of this document\)](#)
Download

Screenshot

NAEP
NATIONAL ASSESSMENT
OF EDUCATIONAL
PROGRESS

Welcome to the High School Transcript Study

Signed onto NAEP as TEST_SCHOOL9 (test_school9). MY ACCOUNT SIGN OUT HELP

HOME

Learn about Your Role on the High School Transcript Study

Thank you for participating in the 2019 NAEP High School Transcript Study (HSTS)! HSTS is a national study that examines coursetaking patterns of students and relates those patterns to educational achievement and NAEP assessment data.

To get started with your work on HSTS, you will find it helpful to review the resources listed below. The resources provide information regarding the study, your important role on the study, and how to use this website to complete study tasks. These resources include:

- **NAEP in Your School - HSTS:** This brochure provides an overview of the purpose and key features of the NAEP High School Transcript Study, along with a schedule of the activities you will be completing.
- **HSTS Website Tutorial:** This short tutorial video demonstrates the features of the HSTS website that you will be using to complete your activities.
- **Decision Guide for Submitting Student Transcripts:** This document outlines the two methods for submitting student transcripts (electronic and paper). It is recommended that you review this information before choosing a submission method.
- **HSTS FERPA Notice:** A statement regarding the study's compliance with the Family Education Rights and Privacy Act.
- For more information, you may also visit the High School Transcript Study website at: <http://nces.ed.gov/nationsreportcard/hsts>.

Files:

☐ HSTS FERPA Notice.pdf (71.6 KB)	Download
☐ NAEP in Your School HSTS_4.18.18.pdf (155.5 KB)	Download
☐ Decision Guide for Submitting Student Transcripts.docx (30.7 KB)	Download

Total: 257.8 KB

Welcome to the High School Transcript Study! Please Register

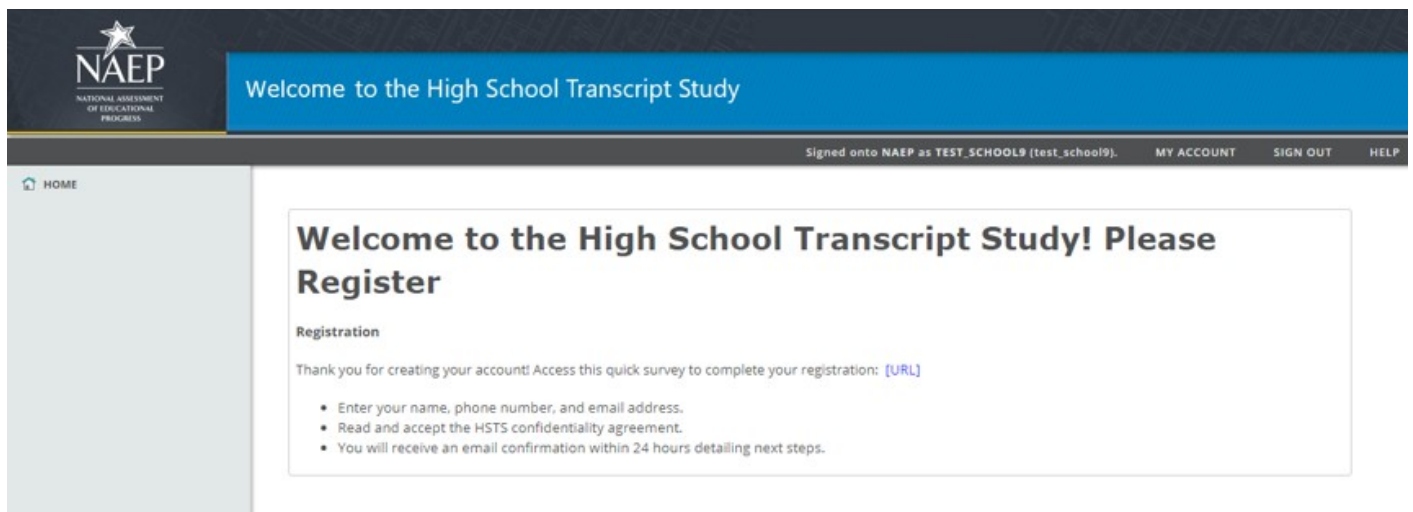
Welcome to the High School Transcript Study! Please Register

Registration

Thank you for creating your account! Access this quick survey to complete your registration: [Registration URL](#) (Each user receives a custom URL to the registration survey, hosted outside of the HSTS website. See Resources section of this document for the survey text)

- Enter your name, phone number, and email address.
- Read and accept the HSTS confidentiality agreement.
- You will receive an email confirmation within 24 hours detailing next steps.

Screenshot



Submit Course Catalogs

Submit Course Catalogs

The NAEP High School Transcript Study will use your school's course catalogs from the last four school years in order to obtain information about the courses that will appear on student transcripts. As part of this activity you will be asked to complete a short survey and to provide course catalogs for the last four school years.

First Step: Provide Information about the Course Catalogs

To begin this activity, complete a [survey](#) pertaining to your course catalogs. (Each user receives a custom URL to the course catalog survey, hosted outside of the HSTS website. See Resources section of this document for the survey text)

Final Steps

Your final steps depend on the method you have chosen to submit your course catalogs.

- If you have entered a web link to your course catalogs in the survey above, you are done with this activity.
- If you have indicated you will upload electronic catalogs or mail hardcopy catalogs, review the applicable instructions below.

Instructions for Uploading Electronic Catalogs

If you are uploading more than one file, include the years of the catalog in the file names. Upload your course catalogs using the Upload button located near the top of this webpage.

1. Select the Upload button.
2. In the pop-up window that appears, either
 - o drag and drop your file(s) into the large box in the center, or
 - o select the Browse... link, locate the file(s) you will upload (use the Ctrl key on your keyboard to select multiple files), and select Open.
3. Select Upload.

Instructions for Mailing Hardcopy Catalogs

Because you have indicated in the catalog survey above that you will be mailing hardcopy versions of your course catalogs, you will receive a FedEx label in the mail. To complete this activity, simply use the FedEx label to mail in your course catalogs.



Welcome to the High School Transcript Study

Signed onto NAEP as TEST_SCHOOL9 (test_school9).

MY ACCOUNT

SIGN OUT

HELP

HOME

Submit Course Catalogs

The NAEP High School Transcript Study will use your school's course catalogs from the last four school years in order to obtain information about the courses that will appear on student transcripts. As part of this activity you will be asked to complete a short survey and to provide course catalogs for the last four school years.

First Step: Provide Information about the Course Catalogs
To begin this activity, complete a [survey](#) pertaining to your course catalogs.

Final Steps
Your final steps depend on the method you have chosen to submit your course catalogs.

- If you have entered a [web link](#) to your course catalogs in the survey above, you are done with this activity.
- If you have indicated you will [upload electronic catalogs](#) or [mail hardcopy catalogs](#), review the applicable instructions below.

Instructions for Uploading Electronic Catalogs
If you are uploading more than one file, include the years of the catalog in the file names. Upload your course catalogs using the Upload button located near the top of this webpage.

- Select the **Upload** button.
- In the pop-up window that appears, either
 - drag and drop your file(s) into the large box in the center; or
 - select the **Browse...** link, locate the file(s) you will upload (use the Ctrl key on your keyboard to select multiple files), and select **Open**.
- Select **Upload**.

Instructions for Mailing Hardcopy Catalogs
Because you have indicated in the catalog survey above that you will be mailing hardcopy versions of your course catalogs, you will receive a FedEx label in the mail. To complete this activity, simply use the FedEx label to mail in your course catalogs.

Complete the School Information Form

Complete the School Information Form

The NAEP High School Transcript Study is collecting supplemental information regarding course credits, graduation requirements, and other topics to aid in the analysis of student transcript data.

- Please complete the [School Information Form](#) to provide this information for your school. (Each user receives a custom URL to the School Information Form survey, hosted outside of the HSTS website.)

You may use the resources below to help you complete the survey:

- **Decision Guide for Submitting Student Transcripts:** This document outlines the two methods for submitting student transcripts (electronic and paper). It is recommended that you review this information before choosing a submission method.
- A PDF version of the survey is available in the resource section below for your reference.

Resources

- [Decision Guide for Submitting Student Transcripts](#) (see Resources section of this document)
Download
- [HSTS School Information Form](#) (see Resources section of this document)
Download

Screenshot

The screenshot shows the NAEP High School Transcript Study website. The header features the NAEP logo and the text 'Welcome to the High School Transcript Study'. A navigation bar includes links for 'HOME', 'Signed onto NAEP as TEST_SCHOOL9 (test_school9)', 'MY ACCOUNT', 'SIGN OUT', and 'HELP'. The main content area is titled 'Complete the School Information Form' and contains the following text:

The NAEP High School Transcript Study is collecting supplemental information regarding course credits, graduation requirements, and other topics to aid in the analysis of student transcript data.

- Please complete the [School Information Form](#) to provide this information for your school.

You may use the resources below to help you complete the survey:

- **Decision Guide for Submitting Student Transcripts:** This document outlines the two methods for submitting student transcripts (electronic and paper). It is recommended that you review this information before choosing a submission method.
- A PDF version of the survey is available in the resource section below for your reference.

Files:

- ☐ HSTS_School Information Form.pdf (183 KB) [Download](#)
- ☐ Decision Guide for Submitting Student Transcripts.docx (30.7 KB) [Download](#)

Total: 213.8 KB

Submit Student Transcripts **Electronic Version**

Note: There are two versions of this activity, depending on whether the school has chosen, within the School Information Form, to submit electronic or hardcopy transcripts. The content available for schools submitting electronically is shown below, and the content for hardcopy submission follows immediately afterward.

Submit Student Transcripts

The final phase of the NAEP High School Transcript Study involves collecting transcript information for students taking the grade 12 NAEP mathematics and science assessment. You will be reimbursed for each transcript you submit.

Step 1: Review Student List

A list of students is provided in the resources section below. Use this list to ensure you are submitting transcripts for the correct students. Additionally, the Student List may be used as a template for preparing the transcript data file(s), as it contains column headings for each type of data to be collected.

Step 2: Review Guidelines for Electronic Transcripts

The instructions for this activity —HSTS Guidelines for Electronic Transcripts — are included in the resources section. These instructions provide information about the file formats that HSTS can support and how to prepare files for upload.

Step 3: Upload Student Transcript Files

To complete this activity, upload your student transcript file(s) using the Upload button located near the top of this webpage.

1. Select the Upload button.
2. In the pop-up window that appears, either
 - o drag and drop your file(s) into the large box in the center, or
 - o select the Browse... link, locate the file(s) you will upload (use the Ctrl key on your keyboard to select multiple files), and select Open.
3. Select Upload.

Resources

- [Student List](#) (Each school will receive a list of students in their school for whom transcripts are needed.)
Download
- [HSTS Guidelines for Electronic Transcripts](#) ([see Resources section of this document](#))
Download



Welcome to the High School Transcript Study

Signed onto NAEP as TEST_SCHOOL9 (test_school9).

MY ACCOUNT

SIGN OUT

HELP

HOME

Submit Student Transcripts

The final phase of the NAEP High School Transcript Study involves collecting transcript information for students taking the grade 12 NAEP mathematics and science assessment. You will be reimbursed for each transcript you submit.

Step 1: Review Student List
A list of students is provided in the resources section below. Use this list to ensure you are submitting transcripts for the correct students. Additionally, the Student List may be used as a template for preparing the transcript data file(s), as it contains column headings for each type of data to be collected.

Step 2: Review Guidelines for Preparing Electronic Transcripts
The instructions for this activity, the **HSTS Guidelines for Electronic Transcripts**, are included in the resources section. These instructions provide information about the file formats that HSTS can support and how to prepare files for upload.

Step 3: Upload Student Transcript Files
To complete this activity, upload your student transcript file(s) using the Upload button located near the top of this webpage.

1. Select the **Upload** button.
2. In the pop-up window that appears, either
 - drag and drop your file(s) into the large box in the center, or
 - select the **Browse...** link, locate the file(s) you will upload (use the Ctrl key on your keyboard to select multiple files), and select **Open**.
3. Select **Upload**.

Files:

☐ HSTS Guidelines for Electronic Transcripts.pdf (987.9 KB)	Download
☐ Student List Placeholder.xct (1.4 KB)	Download

Total: 989.3 KB

Submit Student Transcripts **Hardcopy Version**

Note: There are two versions of this activity, depending on whether the school has chosen, within the School Information Form, to submit electronic or hardcopy transcripts. The content available for schools submitting hardcopy transcripts is shown below.

Submit Student Transcripts

The final phase of the NAEP High School Transcript Study involves collecting transcripts for students taking the grade 12 NAEP mathematics and science assessment. You will be reimbursed for each transcript you submit.

- Because you have indicated that you will be submitting hardcopy versions of your student transcripts, a NAEP Supervisor will contact you and make an appointment to visit your school to collect the student transcripts.

How to Prepare for the School Visit

We request that you have following items available for the NAEP Supervisor's visit to your school:

- Copies of the student transcripts for each student in the sample. A Student List is available in the resources section below. Use this list to ensure you are submitting transcripts for the correct students.
- An additional copy of a student transcript that the Supervisor can label and use as a sample, or "key," to help locate the information that is being collected.

During the school visit, the NAEP Supervisor will collect the copies of the student transcripts, use the additional transcript copy to create a labeled sample with your help, and mask student identifying information on all documents before leaving the school.

Resources

- [Student List](#) (Each school will receive a list of students in their school for whom transcripts are needed.)
[Download](#)

Screenshot

The screenshot displays the NAEP High School Transcript Study portal. At the top, the NAEP logo is on the left, and a blue banner reads "Welcome to the High School Transcript Study". Below the banner, a navigation bar shows "Signed onto NAEP as TEST_SCHOOL9 (test_school9)." and links for "MY ACCOUNT", "SIGN OUT", and "HELP". On the left, a sidebar contains a "HOME" link. The main content area is titled "Submit Student Transcripts" and contains the following text:

The final phase of the NAEP High School Transcript Study involves collecting transcripts for students taking the grade 12 NAEP mathematics and science assessment. You will be reimbursed for each transcript you submit.

- Because you have indicated that you will be submitting hardcopy versions of your student transcripts, a NAEP Supervisor will contact you and make an appointment to visit your school to collect the student transcripts.

How to Prepare for the School Visit

We request that you have following items available for the NAEP Supervisor's visit to your school:

- Copies of the student transcripts for each student in the sample. A Student List is available in the resources section below. Use this list to ensure you are submitting transcripts for the correct students.
- An additional copy of a student transcript that the Supervisor can label and use as a sample, or "key," to help locate the information that is being collected.

During the school visit, the NAEP Supervisor will collect the copies of the student transcripts, use the additional transcript copy to create a labeled sample with your help, and mask student identifying information on all documents before leaving the school.

Files:

- ☐ Student List Placeholder.txt (1.4 KB) [Download](#)

Total: 1.4 KB

Review Parent Information Letter

Note: This page is only available to schools who have requested within the School Information Form to receive a Parent Information Letter template.

Review Parent Information letter

Our normal procedure for the transcript study is to provide text that can be used to annotation sample student's record to assist schools and districts in complying with FERPA's recordkeeping requirements of 34 CFR § 99.32, without the need to directly notify parents of the disclosure (no student time is involved in the transcript study and student direct identifiers are redacted from the transcripts). If your school uses a different procedure, the following resources are available as references or to distribute to parents of sampled students as you see fit:

- HSTS FERPA Disclosure Record Annotation Text - to be appended to the student record of students sampled for the study.
- HSTS Parent Information Letter - a letter notifying parents of their child's participation in HSTS.

Resources

- [HSTS FERPA Disclosure Record Annotation Text](#) (see Resources section of this document)
- [HSTS Parent Information Letter](#) (see Resources section of this document)

Screenshot

The screenshot shows the NAEP (National Assessment of Educational Progress) portal for the High School Transcript Study. The header includes the NAEP logo and the text 'Welcome to the High School Transcript Study'. A navigation bar at the top right shows 'Signed onto NAEP as TEST_SCHOOL9 (test_school9)', 'MY ACCOUNT', 'SIGN OUT', and 'HELP'. The main content area is titled 'Review Parent Information Letter' and contains the following text: 'Our normal procedure for the transcript study, as specified by the Family Educational Rights and Privacy Act (FERPA), is to provide FERPA notices for the school, but not to notify parents of their child's inclusion because no student time is involved and all transcript information is collected anonymously. If your school uses a different procedure, the following resources are available as references or to distribute to parents of sampled students as you see fit:'. Below this text are two bullet points: '• HSTS FERPA Notice - a statement regarding this study's compliance with the Family Education Rights and Privacy Act.' and '• HSTS Parent Information Letter - a letter notifying parents of their child's participation in HSTS.'. At the bottom, there is a 'Files:' section with two items: 'HSTS FERPA Notice.pdf (71.6 KB)' and 'HSTS Parent Information Letter.pdf (271 KB)', each with a 'Download' button.

Review Parent Consent Letter

Note: This page is only available to schools who have directly requested to receive a Parent Consent Letter template. The Parent Consent Letter is not presented as an option in the School Information Form – schools are only able to request a Parent Information Letter. However, the Parent Consent Letter will be provided if specially requested by the school. Because the distribution of consent letters reduces participation, the goal of this procedure is to limit the availability of the Parent Consent Letter to situations where it is required.

Review Parent Consent Letter

Our normal procedure for the transcript study is to provide text that can be used to annotation sample student's record to assist schools and districts in complying with FERPA's recordkeeping requirements of 34 CFR § 99.32, without the need to directly notify parents of the disclosure (no student time is involved in the transcript study and student direct identifiers are redacted from the transcripts). If your school uses a different procedure, the following resources are available as references or to distribute to parents of sampled students as you see fit:

- HSTS FERPA Disclosure Record Annotation Text - to be appended to the student record of students sampled for the study.
- HSTS Parent Information Letter - a letter notifying parents of their child's participation in HSTS.
- HSTS Parent Consent Letter - a letter notifying parents of their child's participation in HSTS, with an option for parents not to let their child participate.

Resources

- [HSTS FERPA Disclosure Record Annotation Text](#) (see Resources section of this document)
- [HSTS Parent Information Letter](#) (see Resources section of this document)
- [HSTS Parent Consent Letter](#) (see Resources section of this document)

Screenshot

The screenshot shows the NAEP (National Assessment of Educational Progress) website interface. At the top, there is a blue header with the NAEP logo on the left and the text "Welcome to the High School Transcript Study" in the center. Below the header, a dark grey navigation bar contains the text "Signed onto NAEP as TEST_SCHOOL9 (test_school9)." followed by links for "MY ACCOUNT", "SIGN OUT", and "HELP". On the left side, there is a vertical sidebar with a "HOME" link. The main content area is titled "Review Parent Consent Letter". Below the title, a paragraph explains the normal procedure for the transcript study, stating that FERPA notices are provided for the school but not to notify parents of their child's inclusion because no student time is involved and all transcript information is collected anonymously. It also mentions that if a school uses a different procedure, resources are available as references or to distribute to parents of sampled students. Below this paragraph, there is a bulleted list of three resources: "HSTS FERPA Notice", "HSTS Parent Information Letter", and "HSTS Parent Consent Letter", each with a brief description. At the bottom of the page, there is a section titled "Files:" which lists three PDF files for download: "HSTS Parent Consent Letter.pdf" (277.2 KB), "HSTS Parent Information Letter.pdf" (271 KB), and "HSTS FERPA Notice.pdf" (71.6 KB). Each file has a corresponding "Download" button.

Note: The following content is the text that displays after clicking on the hyperlinks listed in the preceding pages of this document

Resources

Learn about Your Role on the High School Transcript Study

NAEP in Your School – HSTS brochure

NAEP in Your School - HSTS

NAEP 2019 in Your School

High School Transcript Study

Page One Sidebar

NAEP is an integral part of education in the United States.

The National Assessment of Educational Progress (NAEP) is the largest continuing and nationally representative assessment of what our nation's students know and can do in a variety of academic subjects. NAEP is a congressionally mandated project administered by the National Center for Education Statistics (NCES) within the U.S. Department of Education.

In addition to the assessments, NAEP coordinates a number of related special studies. Such studies often involve special data collection procedures in the field, in-depth analyses of NAEP results, and evaluations of various technical procedures.

The NAEP High School Transcript Study (HSTS), conducted by NCES, is a periodic survey of transcripts of high school graduates and the relationship between coursetaking patterns and student achievement.

Page One Body

The NAEP HSTS is designed to provide information about the types of courses that graduates take during high school, how many credits they earn, and their grade point averages. In addition, this study provides an opportunity to examine the relationship between coursetaking patterns and educational achievement through the link to NAEP proficiency data. The HSTS 2019 school sample includes public and private schools.

What Is the Schedule of Activities for HSTS 2019?

Preliminary Activities (September 2018–March 2019)

Schools will be notified of their selection for HSTS and asked to identify an HSTS school coordinator.

Course catalogs or course lists will be requested for the current school year (2018–2019) and for the preceding three years (2017–2018, 2016–2017, and 2015–2016).

Schools will be asked to complete a School Information Form that asks about credits awarded for courses, grading policies, and graduation requirements, as well as transcript content information and transcript submission.

A sample student transcript, with the student name redacted, will be requested at the school, district, or state level.

Schools will be instructed to place the Family Educational Rights and Privacy Act (FERPA) disclosure annotation in the record of each student selected to take part in the NAEP 2019 transcript study, in order for the school to comply with FERPA's recordkeeping requirements of 34 CFR § 99.32. The supplied student record annotation text will

include the provisions under which the transcript information was disclosed (34 CFR 99.31(a)(3)(iii) and 99.35), the name and purpose of the study, and the name of the agency/contractor who collected the information.

Transcript Collection (June–October 2019)

NAEP will collect copies of transcripts for the sampled students. The state or district will provide transcripts directly to NAEP, or a study representative will contact the HSTS coordinator about collecting the transcripts. If the transcripts can be transmitted electronically, information will be given to the HSTS school coordinator about the information the transcripts must include and directions on how to transmit the transcripts. If the transcripts cannot be transmitted electronically, a NAEP representative will return to the school to collect copies of the requested student transcripts.

What Else Should You Know?

No student or teacher time is involved. NAEP staff will work with school personnel to minimize burden as much as possible.

Confidentiality is a top priority. Students' names and identifying information will be removed or masked before copies of transcripts are processed.*

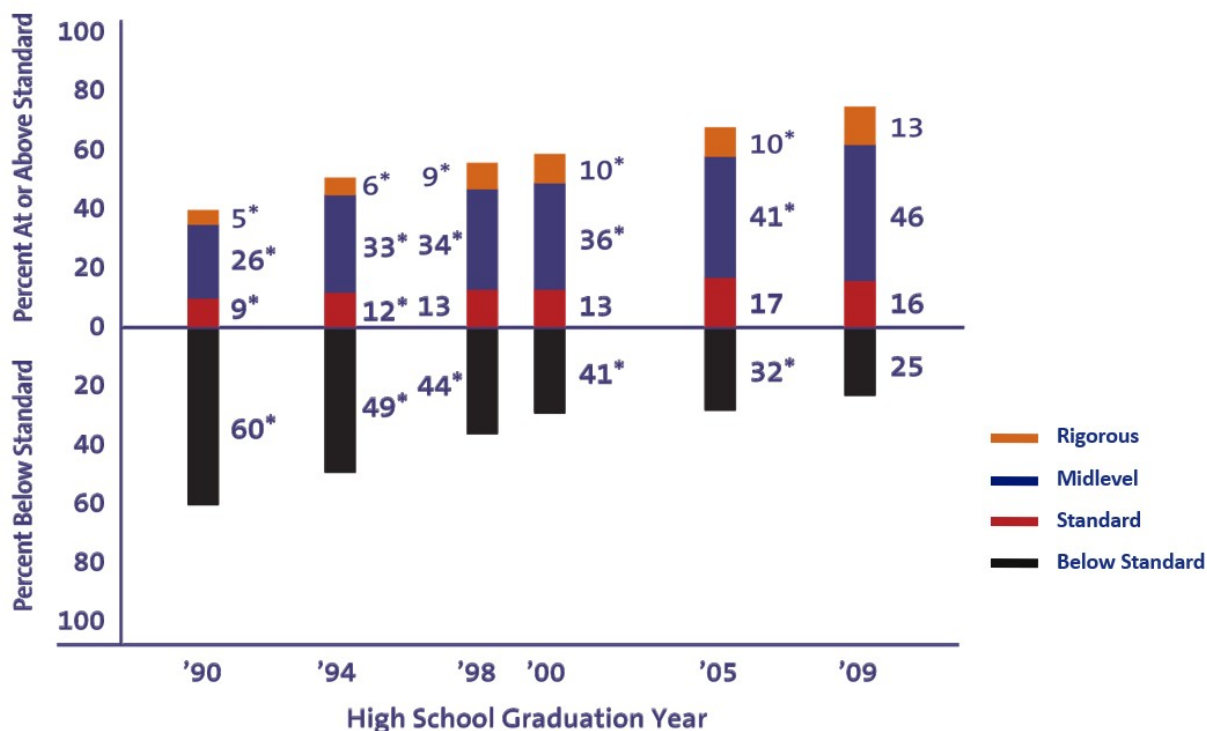
There is no cost to schools. NCES will pay the school's usual charge for providing transcripts.

Parental notification is not required. Participating schools may choose whether or not to notify parents about this study.

Page Two

What Have We Learned From the HSTS?

The HSTS was first conducted in 1987 and then in 1990, 1994, 1998, 2000, 2005, and 2009. The graph below highlights the course curriculum levels graduates have completed since 1990, based on the three HSTS curriculum levels: standard, midlevel, and rigorous. Over time, students have taken more challenging courses.



Significantly different ($p < .05$) from 2009.

NOTE: Details may not sum to total because of rounding. Curriculum levels are based on the number of credits earned (where one credit equals a year-long course) and types of courses students complete. The standard curriculum is defined as completing at least four credits of English and three credits each in mathematics, science, and social studies. The midlevel curriculum builds upon the standard curriculum by adding an algebra and geometry requirement, credits in two laboratory sciences (biology, chemistry, or physics), and a credit in foreign languages. The rigorous

curriculum level builds upon the midlevel curriculum by adding a fourth credit in mathematics of precalculus or calculus, credits in all three laboratory sciences, and three credits in foreign languages.

SOURCE: U.S. Department of Education, Institute of Education Sciences, National Center for Education Statistics, High School Transcript Study (HSTS), various years, 1990–2009

Where Can I Find More Information?

More information about the NAEP high school transcript studies can be found on the NAEP website at <http://nces.ed.gov/nationsreportcard/hsts>.

* NCES is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622). Educational agencies and institutions are permitted to disclose personally identifiable information from students' education records to NCES by the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35) for the purpose of evaluating federal supported education programs.

All of the information provided by study 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 each student's 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.

Page Two Footer

Find us on: [\[social media icons\]](#)

This publication was prepared for the National Assessment of Educational Progress by Hager Sharp under contract ED-IES-13-C-0025 to the National Center for Education Statistics, U.S. Department of Education.

NAEP 2019 in Your School

High School Transcript Study



NAEP is an integral part of education in the United States.

- ▶ The National Assessment of Educational Progress (NAEP) is the largest continuing and nationally representative assessment of what our nation's students know and can do in a variety of academic subjects. NAEP is a congressionally mandated project administered by the National Center for Education Statistics (NCES) within the U.S. Department of Education.
- ▶ In addition to the assessments, NAEP coordinates a number of related special studies. Such studies often involve special data collection procedures in the field, in-depth analyses of NAEP results, and evaluations of various technical procedures.
- ▶ The NAEP High School Transcript Study (HSTS), sponsored by NCES, is a periodic survey of transcripts of high school graduates and the relationship between coursetaking patterns and student achievement.

The NAEP HSTS is designed to provide information about the types of courses that graduates take during high school, how many credits they earn, and their grade point averages. In addition, this study provides an opportunity to examine the relationship between coursetaking patterns and educational achievement through the link to NAEP proficiency data. The HSTS 2019 school sample includes public and private schools.

What Is the Schedule of Activities for HSTS 2019?

Preliminary Activities (September 2018–March 2019)

- Schools will be notified of their selection for HSTS and asked to identify an HSTS school coordinator.
- Course catalogs or course lists will be requested for the current school year (2018–2019) and for the preceding three years (2017–2018, 2016–2017, and 2015–2016).
- Schools will be asked to complete a School Information Form that asks about credits awarded for courses, grading policies, and graduation requirements, as well as transcript content information and transcript submission.
- A sample student transcript, with the student name redacted, will be requested at the school, district, or state level.
- Schools will be instructed to place the Family Educational Rights and Privacy Act (FERPA) disclosure notices with the files of students selected to take the NAEP 2019 mathematics and science assessments. These notices will include the FERPA provisions, which explain the disclosure safeguards that grant NCES the authority to obtain transcript information.

Transcript Collection (June–October 2019)

- NAEP will collect copies of transcripts for the sampled students. The state or district will provide transcripts directly to NAEP, or a study representative will contact the HSTS coordinator about collecting the transcripts. If the transcripts can be transmitted electronically, information will be given to the HSTS school coordinator about the information the transcripts must include and directions on how to transmit the transcripts. If the transcripts cannot be transmitted electronically, a NAEP representative will return to the school to collect copies of the requested student transcripts.



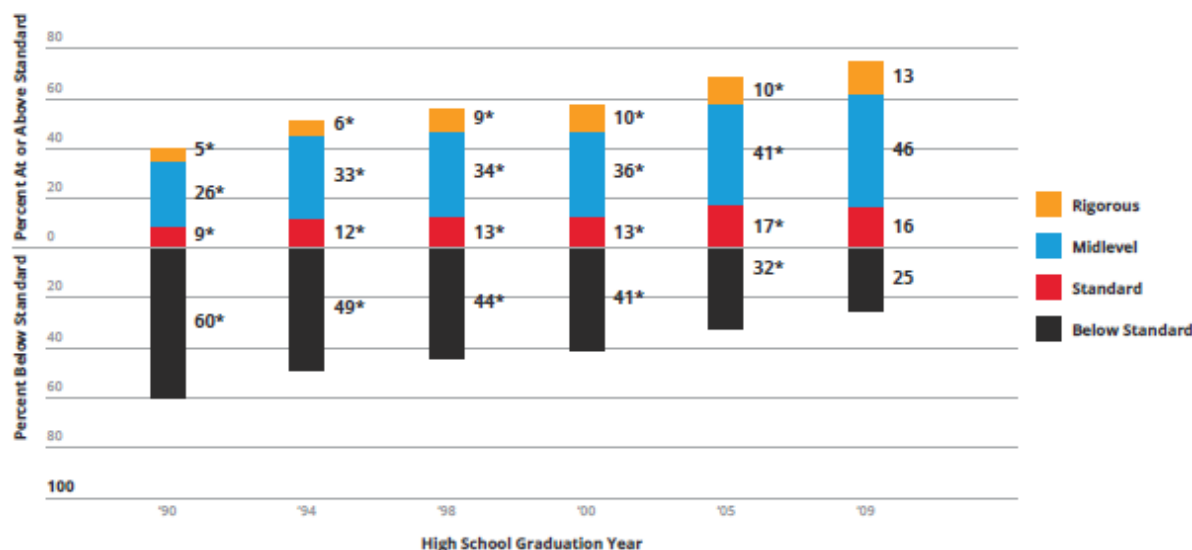
For more information about NAEP, visit nces.ed.gov/nationsreportcard

What Else Should You Know?

- **No student or teacher time is involved.** NAEP staff will work with school personnel to minimize burden as much as possible.
- **Confidentiality is a top priority.** Students' names and identifying information will be removed or masked before copies of transcripts are processed.
- **There is no cost to schools.** NCES will pay the school's usual charge for providing transcripts.
- **Parental notification is not required.** Participating schools may choose whether or not to notify parents about this study.

What Have We Learned From the HSTS?

The HSTS was first conducted in 1987 and then in 1990, 1994, 1998, 2000, 2005, and 2009. The graph below highlights the course curriculum levels graduates have completed since 1990, based on the three HSTS curriculum levels: standard, midlevel, and rigorous. Over time, students have taken more challenging courses.



*Significantly different ($p < .05$) from 2009.

NOTE: Details may not sum to total because of rounding. Curriculum levels are based on the number of credits earned (where one credit equals a year-long course) and types of courses students complete. The standard curriculum is defined as completing at least four credits of English and three credits each in mathematics, science, and social studies. The midlevel curriculum builds upon the standard curriculum by adding an algebra and geometry requirement, credits in two laboratory sciences (biology, chemistry, or physics), and a credit in foreign languages. The rigorous curriculum builds upon the midlevel curriculum by adding a fourth credit in mathematics of precalculus or calculus, credits in all three laboratory sciences, and three credits in foreign languages.

SOURCE: U.S. Department of Education, Institute of Education Sciences, National Center for Education Statistics, High School Transcript Study (HSTS), various years, 1990–2009

Where Can I Find More Information?

More information about the NAEP high school transcript studies can be found on the NAEP website at <http://nces.ed.gov/nationsreportcard/hsts>.

The granting of authority to the U.S. Department of Education for collection of the transcript data has been made pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g), as implemented by 34 CFR 99.31 (l) (a)(3)(ii) and 99.35. A copy of the relevant FERPA regulations will be provided to you prior to the collection of any transcripts.

The information each participant provides will be used for statistical purposes only. In accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws, participant responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every National Center for Education Statistics (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 participants. Electronic submission of participant 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.

Find us on:



This publication was prepared for the National Assessment of Educational Progress by Hager Sharp under contract ED-IES-13-C-0025 to the National Center for Education Statistics, U.S. Department of Education.

HSTS Website Tutorial

The tutorial video is under production. The video script is as follows.

Section	Narration
Intro	Thank you for participating in the NAEP High School Transcript Study. This short video tutorial will show you how to use the HSTS website to complete your activities for this study.
Home screen	This is the Home screen that you see when you log into the HSTS website. The Home screen lists the activities that are available for you to complete. This list can change as new activities become available.
Activity Component: Instructions	Each activity contains a brief description and instructions for completing the activity.
Activity Component: Survey Links	Some activities involve a survey. Click on the survey link and the survey will open in your web browser.
Activity Component: Downloading Files	Some activities have supplemental documents included as resources for completing the activity. The resources are listed below the activity description. To view a resource document, select the Download button next to the document name.
Activity Component: Uploading Files	If you have elected to submit materials electronically, you will need to upload the files. To upload one or more files, select the Upload button. You may either drag and drop your files into the Upload window, or you can select the Browse... link to select the files you want to upload. When your files are listed in the Upload window, select the Upload button. A file will display with a green check mark when it has been successfully uploaded.
Activity Summary	To summarize, there are three things you may need to do on the HSTS website to complete your activities: • Click on survey links; • Download files listed as resources; and • Upload files
Change Password	There are a couple of additional tools available to you on the HSTS website. These are located in the horizontal blue menu near the top of all screens on the HSTS website. First, the “My Account” tool allows you to change your password. Enter your current password into the box. Then you can select to either use the suggested password, or type a custom password of your choosing. Finally, select the Change Password button.
Help	Second, the Help tool displays contact information for the HSTS help desk. The HSTS help desk will assist you if you have questions about completing your activities or if you are experiencing technical difficulties.
Outro	Thank you once again for your help with this important study.

Decision Guide for Submitting Student Transcripts

This document provides an overview of electronic and hardcopy transcript submission. It is intended to help schools decide which submission method is best for them.

Decision Guide for Submitting Student Transcripts

The information in this guide will help you make the best choice for your school regarding whether to submit electronic or paper student transcripts.

Step 1: Consider the Transcript Format

The method that is easiest for you may depend on the format in which you maintain your transcript records.

- For electronic submission, you must have transcript files in one of the following formats:
 - Preferred: Microsoft Excel or comma-separated-value (CSV)
 - Accepted: Extensible Markup Language (XML), Microsoft Word, Microsoft Access, formatted text (TXT), PDF, SPSS, SAS
- For paper submission, you must have hardcopy transcript files available for each student taking the grade 12 NAEP mathematics and science assessments.

Step 2: Consider the Time and Work Involved

The following table compares the major tasks involved with each submission method.

Column 1

Electronic Submission

- Download a list of participating students and pull transcript records for the selected students
- Review transcript files to ensure all required fields* are included. Add required fields as necessary
- Review transcript files to ensure personal identifying information is deleted
- Upload transcript files on the HSTS website

Column 2

Paper Submission

- Download a list of participating students and collect hardcopy transcripts for each selected student
- Meet with a NAEP Supervisor for at least 2 hours on a scheduled date after transcripts are available
- Provide a space for the NAEP Supervisor to process transcripts and mask personal identifying information

Footnote

* Required fields for HSTS transcript files are: NAEP Admin ID, Course ID, Course Title, Grade Level, School Year, Course Term, Credits Earned, Grade Earned, Transfer Course (Y/N indicator)

Decision Guide for Submitting Student Transcripts

The information in this guide will help you make the best choice for your school regarding whether to submit electronic or paper student transcripts.

Step 1: Consider the Transcript Format

The method that is easiest for you may depend on the format in which you maintain your transcript records.

- For electronic submission, you must have transcript files in one of the following formats:
 - Preferred: Microsoft Excel or comma-separated-value (CSV)
 - Accepted: Extensible Markup Language (XML), Microsoft Word, Microsoft Access, formatted text (TXT), PDF, SPSS, SAS
- For paper submission, you must have hardcopy transcript files available for each student taking the grade 12 NAEP mathematics and science assessments.

Step 2: Consider the Time and Work Involved

The following table compares the major tasks involved with each submission method.

Electronic Submission



- ☐ Download a list of participating students and pull transcript records for the selected students
- ☐ Review transcript files to ensure all required fields* are included. Add required fields as necessary.
- ☐ Review transcript files to ensure personal identifying information is deleted
- ☐ Upload transcript files on the HSTS website

Paper Submission



- ☐ Download a list of participating students and collect hardcopy transcripts for each selected student
- ☐ Meet with a NAEP Supervisor for at least 2 hours on a scheduled date after transcripts are available
- ☐ Provide a space for the NAEP Supervisor to process transcripts and mask personal identifying information

*Required fields for HSTS transcript files are: NAEP Admin ID, Course ID, Course Title, Grade Level, School Year, Course Term, Credits Earned, Grade Earned, Transfer Course (Y/N indicator)

HSTS FERPA Disclosure Record Annotation Text

Authorization - FERPA Disclosure Record Annotation Text

2019 High School Transcript Study

“A copy of this student’s transcript_____ will be _____ has been provided to WESTAT, agent for the U.S. Department of Education, National Center for Education Statistics (NCES) under the Family Education Rights and Privacy Act (FERPA, 20 U.S.C. 1232g) as implemented under 34 CFR 99.31(a)(3)(iii) and 99.35. The High School Transcript Study (HSTS), conducted by NCES, collects information on current course offerings and course taking in the nation’s secondary schools. This student has been selected to participate in HSTS, and data from these records will be combined with others into statistical summaries and tables. All of the provided information 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).”

Welcome to the High School Transcript Study! Please Register

Registration Survey

[survey URL]

1. [School Name]

Is this the name of your high school?

- Yes
- No

The text below is only displayed if the user answers “No” to the question above.

Let's make sure you register for the correct school.

1. You may need to access a new survey link, since the name of your school is incorrect.
2. Contact the NAEP help desk: 1-800-283-6237 or naephelp@westat.com. (Link to compose email with naephelp@westat.com as the addressee.)

The text below is only displayed if the user answers “Yes” to the first question.

2. Enter your contact information below.

First Name: _____

Last Name: _____

Work Email Address: _____

Work Phone Number: _____

3. Review the following confidentiality agreement, and select between the options below.

- I accept this agreement.
- I do not accept this agreement, and will tell the school principal to select a new HSTS coordinator.

HSTS Confidentiality Agreement

Under this agreement you will have access to BLANK, a secure site maintained by Westat on behalf of the National Center for Education Statistics (NCES). By accepting this agreement, you also agree to keep information from the site confidential as outlined below.

This data request for NAEP fully conforms to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) [20 U.S.C. 1232g; 34 CFR Part 99]. FERPA protects the privacy of students' education records, by conditioning the disclosure of personally identifiable information from students' education records without consent. For the purposes of this data collection, educational agencies and institution are permitted to disclose personally identifiable information from students' education records to NCES, as an authorized representative of the Secretary of Education, by FERPA under 34 CFR §§ 99.31(a)(3)(iii) and 99.35 for the purpose of evaluating federal supported education programs.

NAEP complies with FERPA's confidentiality requirements through its use of data transmittal, data storage, and personnel protocols designed to safeguard personally identifying information. Confidential information is protected during transmission to and from NAEP systems by the use of data encryption technologies, such as Secure Socket Layer (SSL) and digital certificates and signatures that encrypt data, validate data integrity, and authenticate the parties

in a transaction. NAEP uses SSL for all restricted-access websites that are used to transfer confidential data, such as www.mynaep.com. All individuals including contractors and school personnel must sign assurances of confidentiality in which they pledge to maintain data confidentiality and exercise reasonable caution to prevent access by others to this information when it is in their possession.

All of the information provided by study 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 each student's 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.

As a representative of your school working on NAEP, you will have access to personally identifying student information. By accepting this agreement, you are certifying that you are authorized to handle and process NAEP information on behalf of your school, and that you will keep the information secure and confidential.

Thank you! You are now officially registered.

Next steps:

1. You will receive a new package in your hsts.mynaep.com account within 24 hours.
2. Please keep an eye on your email - you will receive a message when the new package has been delivered to your account.

Screenshots

The screenshot shows the NAEP High School Transcript Study (HSTS) Registration page. At the top, there is a dark blue header with the NAEP logo (National Assessment of Educational Progress) and the title "High School Transcript Study (HSTS) Registration". Below the header is a white registration form. The form contains a question: "* 1. Hidden Vally H.S." followed by "Is this the name of your high school?". There are two radio button options: "Yes" and "No". At the bottom of the form, there are two buttons: "PREV" (disabled) and "NEXT" (active).



High School Transcript Study (HSTS) Registration

Let's make sure you register for the correct school.

1. You may need to access a new survey link, since the name of your school is incorrect.
2. Contact the NAEP help desk: 1-800-283-6237 or naephelp@westat.com.

OK



High School Transcript Study (HSTS) Registration

* 2. Enter your **contact information** below.

First Name	
Last Name	
Work Email Address	
Work Phone Number	

PREV

NEXT

- * 3. Review the following confidentiality agreement, and select between the options below.

- ☐ I accept this agreement.
- ☐ I do not accept this agreement, and will tell the school principal to select a new HSTS coordinator.

HSTS Confidentiality Agreement (draft, replace with real version)

Under this agreement you will have access to **BLANK**, a secure site maintained by Westat on behalf of the National Center for Education Statistics. By accepting this agreement, you also agree to keep information from the site confidential as outlined below.

NAEP collects data in a manner consistent with Family Educational Rights and Privacy Act (FERPA) privacy conventions governing the release of student data. Generally, schools must have written parental permission in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to organizations conducting certain studies for or on behalf of the school [34 CFR Part 99.31(a)(6)(i)].

As a study authorized by the U.S. Secretary of Education, NAEP is permitted to obtain personally identifying student information without written parental permission. Even so, FERPA stipulates that data collection must be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization, and that the information is destroyed when no longer needed for the purposes for which the study was conducted [34 CFR Part 99.31 (a)(6)(ii)].

NAEP complies with FERPA confidentiality requirements through its use of data transmittal, data storage, and personnel protocols designed to safeguard personally identifying information. Confidential information is protected during transmission to and from NAEP systems by the use of data encryption technologies, such as Secure Socket Layer (SSL) and digital certificates and signatures that encrypt data, validate data integrity, and authenticate the parties in a transaction. NAEP uses SSL for all restricted-access websites that are used to transfer confidential data, such as www.mynaep.com. All individuals including contractors and school personnel must sign assurances of confidentiality in which they pledge to maintain data confidentiality and exercise reasonable caution to prevent access by others to this information when it is in their possession.

As a representative of your school working on NAEP, you will have access to personally identifying student information. By accepting this agreement, you are certifying that you are authorized to handle and process NAEP information on behalf of your school, and that you will keep the information secure and confidential.

OK

PREV

NEXT

Thank you! You are now officially registered.

Next steps:

1. You will receive a new package in your hsts.mynaep.com account within 24 hours.
2. Please keep an eye on your email - you will receive a message when the new package has been delivered to your account.

OK

PREV

DONE

Submit Course Catalogs

Course Catalog Survey

HSTS Course Catalog Survey Schools

HSTS Course Catalog Survey

Thank you for your work supporting the 2019 NAEP High School Transcript Study (HSTS). The NAEP HSTS is conducted to provide education policymakers with information regarding current course offerings and course-taking patterns in secondary schools. This study also permits research to examine the relationship between course-taking patterns and education achievements.

This survey asks about the availability of catalogs or listings of courses that your high school offers. It focuses on the catalog or course listing for your high school's 2018-2019 school year. Ideally, there would be a school-level catalog with course names and descriptions. If a school-level catalog is not available, then a district- or state-level catalog with course names and descriptions would work. School-, district-, or state-level course listings, which include course names but not course descriptions, would also suffice.

1. What is your school name?

2. Is a 2018-19 high school course catalog or listing available?
 - Yes
 - No – Please explain why there are no catalogs or course listings available

3. What type of course catalog listing is it?
 - School-level catalog that provides course names and descriptions
 - District-level catalog that provides course names and descriptions
 - State-level catalog that provides course names and descriptions
 - School-level course listing without course descriptions
 - District-level course listing without course descriptions
4. Does the 2018-2019 high school catalog or course listing cover all courses offered to students in grades 9 through 12?
 - Yes
 - No
5. If the 2018-19 high school catalog or course listing does not cover all courses offered in grades 9 through 12, is there one or more catalogs or course listings available that include the missing courses?
 - Yes
 - No
6. Does the 2018-19 high school catalog(s) or course listing(s) contain the following information? Please check the box if it contains the specified information.
 - Course ID number
 - Grade level(s) course offered
 - Course term (i.e., year, semester, quarter)
 - Course level (i.e., regular, honors, remedial)
 - Credits earned for passing course
 - Special education course indicator
 - English language learner (ELL) course indicator
 - College-credit course indicator
 - Online course indicator

7. Is the 2018-19 high school catalog or course listing available publicly online, in an electronic version, or in a paper version? If there are multiple catalogs or course listings covering 2018-19 high school courses, please also indicate the formats of the additional catalogs if they differ from the main catalog or course listing.
- Electronic version – If an electronic version exists, please use the secure MyNAEP for HSTS to transmit the electronic catalog or course listing.
 - Paper version – If only a paper version exists, FedEx mailing labels will be sent to the HSTS Coordinator at the school so that the catalog or course listing can be mailed.
 - Available publicly online – if available publicly online, please list the web address below:
-
8. Are catalog or course listings available for the three previous school years (2015-16, 2016-17, and 2017-18)?
- No
 - Yes – Are they in the same formats as the 2018-19 catalog or course listing?
-
9. Are the previous school years' high school catalogs or course listings available publicly online, in an electronic version, or in a paper version?
- Electronic version – If an electronic version exists, please use the secure MyNAEP for HSTS to transmit the electronic catalog or course listing.
 - Paper Version – If only a paper version exists, FedEx mailing labels will be sent to the HSTS Coordinator at the school so that the catalog or course listing can be mailed.
 - Available publicly online – If available publicly online, please list the web address below:
-

Thank you again for taking the time to complete this course catalog survey. If you have any questions about this survey, please contact the HSTS Help Desk (naephsts@westat.com).

Complete the School Information Form

Decision Guide for Submitting Student Transcripts

(See Decision Guide for Submitting Student Transcripts section earlier in this document)

HSTS School Information Form

The following survey asks important questions about your high school's policies concerning course credits, graduation requirements, and other subjects. It also asks questions about the transcripts that your school will submit for the students sampled in the 2019 NAEP Grade 12 assessments. Thank you in advance for the time and effort needed to answer these questions. Please complete the entire survey before Thursday, January 31, 2019.

Introduction

1. What is your school name?

2. What is your state/school district name?

A. School Information

This section primarily asks questions about credits awarded for high school courses and the requirements for graduating with a standard diploma. In responding to the questions in this section, think only about the graduating Class of 2019.

1. How many credits does a student earn for a year-long course; that is, a course taken for a single period over the 2018-19 school year or its block equivalent?

of credits: _____

2. Has this value changed during the last four school years?

☐ Yes

☐ No

- a. How many credits were earned for a year-long course or its block equivalent for the following years?

2017-18 # of credits: _____

2016-17 # of credits: _____

2015-16 # of credits: _____

3. Are there differences in the number of credits awarded for these courses?

- a. Honors courses (including AP and IB)

☐ Yes – Please explain the differences.

☐ No

b. Special education courses

☐ Yes – Please explain the differences.

☐ No

c. English as a Second language courses

☐ Yes – Please explain the differences.

☐ No

4. How many hours of instruction does a student receive for a year-long course or its block equivalent? (Please report using whole numbers.)

hours of instruction: _____

5. What is the total number of credits a student must earn to graduate with a standard high school diploma from your school?

Total # of credits: _____

6. What is the number of credits required for a standard diploma in your high school in the following subject areas? If the subject area is not required, please write NA on the credit line.

Note: The number of credits entered for parts ‘a’ through ‘j’ should add up to the total number of credits that was entered for a student to graduate with a standard high school diploma.

a. English/Language Arts # of credits: _____

b. Mathematics # of credits: _____

c. Computer Science # of credits: _____

d. Social Studies/History # of credits: _____

e. Science # of credits: _____

f. Foreign Language # of credits: _____

g. Physical Education/Health # of credits: _____

h. Other (specify: _____) # of credits: _____

i. Other (specify: _____) # of credits: _____

j. Other (specify: _____) # of credits: _____

7. Do credits earned prior to ninth grade count toward graduation?

☐ No

☐ Yes - please explain:

8. Are there any courses or activities required for graduation that do not receive credits?

☐ No

☐ Yes - please explain:

9. Must the student meet a minimum overall grade point average (GPA) to graduate with a standard diploma in your high school?

☐ No

☐ Yes - what is the minimum GPA? _____

10. Are there state or district competency tests or performance assessments that are required for graduation with a standard high school diploma?

☐ Yes

☐ No

a. If Yes, what content areas (e.g., Reading, Citizenship, Mathematics) do the competency tests or performance assessments cover?

b. If a student does not pass the tests or assessments, what is his/her graduation status?

B. Transcript Information

This section asks questions about the information listed on the student transcripts, such as what course information is included, how courses are graded, and how to identify selected types of courses.

1. Is the following information listed on the student transcript for each course that students take? (Please check all that apply.)

- | | |
|--|--------------------------|
| a. Course name | ☐ |
| b. Grade level course was taken | ☐ |
| c. School year course was taken | ☐ |
| d. Course term (i.e., length of course) | ☐ |
| e. Grade earned in course | ☐ |
| f. Number of credits awarded for course | ☐ |
| g. Course level (i.e., Regular, Honors, AP, IB, Special Education) | ☐ |
| h. Course location (if not taught at school) | ☐ |

- i. Language of instruction (if not taught in English) ☐
 - j. Online course indicator ☐
 - k. Transfer course indicator ☐
 - l. Course ID number ☐
2. How are the following types of courses identified on the student transcripts? For example, course indicators may be located within the course ID number, added after the course ID number or course title, or stored as separate data fields in the course record.
- a. Are the vocational courses identified in any special way?
 - ☐ No
 - ☐ Yes – please list what specific indicator to look for to identify the courses on the transcript.

 - b. Are the remedial courses identified in any special way?
 - ☐ No
 - ☐ Yes – please list what specific indicator to look for to identify the courses on the transcript.

 - c. Are the honors, AP, or IB courses identified in any special way?
 - ☐ No
 - ☐ Yes – please list what specific indicator to look for to identify the courses on the transcript.

 - d. Are the dual or college credit courses identified in any special way?
 - ☐ No
 - ☐ Yes – please list what specific indicator to look for to identify the courses on the transcript.

 - e. Are the special education courses identified in any special way?
 - ☐ No
 - ☐ Yes – please list what specific indicator to look for to identify the courses on the transcript.

 - f. Are the courses taught off-campus identified in any special way?
 - ☐ No
 - ☐ Yes – please list what specific indicator to look for to identify the courses on the transcript.

 - g. Are the online courses identified in any special way?
 - ☐ No
 - ☐ Yes – please list what specific indicator to look for to identify the courses on the transcript.

h. Are the ESL or bilingual courses identified in any special way?

☐ No

☐ Yes – please list what specific indicator to look for to identify the courses on the transcript.

3. What type of grading system is used at your high school? Mark all that apply.

☐ Letter grades (A, B, C, ...)

☐ Numeric grades (63, 78, 100, ...)

☐ Proficiency levels (Exceed expectations, Meets expectations, ...)

☐ Pass/Fail

☐ Satisfactory/Unsatisfactory

☐ Other (please specify): _____

a. If you use a letter, numeric, or proficiency level grading system, what is the lowest possible grade a student can have to pass a course?

b. If you use a letter, pass/fail, or satisfactory/unsatisfactory grading system, what do the grades stand for numerically? Please list a numeric range or description; for example, A = 90 – 100, B = 80 – 89, P = 61 and up, and so on. (Example, A=90-100, B= 80-89, P = 61-100, etc.)

Grade	Numeric Range (or description)	Grade	Numeric Range (or description)
A+		D+	
A		D	
A-		D-	
B+		F	
B		Pass	
B-		Fail	
C+		Satisfactory	
C		Unsatisfactory	
C-			

4. How are transfer courses identified on the transcripts? Mark all that apply.

- ☐ There are no markers to indicate transfer courses on the transcripts.
- ☐ Different school name
- ☐ Different city or state name
- ☐ Different student ID
- ☐ Different set of course IDs
- ☐ In the course name (e.g., “Transfer credits”)
- ☐ By a special code or symbol (please specify: _____)

5. Are there abbreviations or symbols on the transcripts that are not common or self-evident? For example, an “H” is a common abbreviation used for honors courses but using the code “XA” for honors courses would not be common.

- ☐ No
- ☐ Yes - please indicate the symbols and explain what they mean.

C. Transcript Submission

The final set of questions ask about how the high school transcripts for the sampled students will be submitted. There are two methods of collecting transcripts from schools: a) electronic transmission by the school, and b) school visit by NAEP field staff for hard copies of the transcripts.

If the school will transmit transcripts electronically, they will use the secure MyNAEP for HSTS site to upload the transcripts. The school will be asked to transmit the transcripts by the end of August 2019, but it would be greatly appreciated if the transcripts were sent before then.

If the school chooses to submit paper copies of the transcripts, a separate procedure will be used to collect the transcripts. During the summer, when transcripts are ready, NAEP field staff will return to the school to make copies of the sampled students' transcripts. Once the transcripts are copied, all personally identifying information will be removed from the copies, and the copies will be sent to the NAEP HSTS processing center.

1. Our normal procedure for the transcript study is to provide text that can be used to annotation sample student's record to assist schools and districts in complying with FERPA's recordkeeping requirements of 34 CFR § 99.32, without the need to directly notify parents of the disclosure (no student time is involved in the transcript study and student direct identifiers are redacted from the transcripts). Is there any reason that we should use different procedures in your school?

☐ Yes, please send me a Parental Information letter.

☐ No

2. When will the final transcripts for the Class of 2019 students be available?

Date: _____

3. Does your school plan to submit electronic or paper copies of the transcripts for the sampled NAEP students?

☐ Electronic

☐ Paper

☐ State/school district will submit

If the school will be submitting electronically, please answer the following question.

4. In which format would the transcripts be sent?

☐ Microsoft Excel workbook

☐ Microsoft Access database

☐ Microsoft Word files

☐ Comma separated value (CSV) files

☐ XML files

☐ Plain text files

☐ Adobe Acrobat PDFs

☐ Other (please specify): _____

If the school will be submitting paper copies of the transcripts, please answer the following question.

5. Whom should the NAEP field staff contact to schedule a date and time to collect the transcripts?

☐ To myself

☐ To the person listed below

Name: _____

E-mail: _____

Phone Number: _____

Submit Student Transcripts **Electronic Version**

HSTS Guidelines for Electronic Transcripts

HSTS Guidelines for Electronic Transcripts

2019

High School Transcript Study

Introduction

Electronically submitting student transcripts involves obtaining records for the students participating in the 2019 NAEP High School Transcript Study, ensuring all required data fields are included in the transcript records, deleting personal identifying information from the records, and uploading your data file(s) to the HSTS website. The instructions that follow describe each of these aspects of the electronic transcript submission process.

Contents

Step 1: Download Your Student List	1
Step 2: Prepare Your Transcript Records	3
Use an Accepted File Format	3
Include All Required Fields	4
Create a Key	6
Delete Personal Identifying Information	6
Step 3: Upload Your Transcript Records	7

Step 1: Download Your Student List

To start this activity, download the Student List template file of E-Filed students plus new enrollees from the HSTS website.

Once you have logged into the HSTS website, select “Submit Student Transcripts” from your list of activities. Then, download your Student List file from Resources section.

Welcome to the High School Transcript Study

Signed onto NAEP as TEST_SCHOOL9 (test_school9).

MY ACCOUNT

✓ Welcome to the NAEP High School Transcript Study.

Your activities for this study are listed below. Click on an activity to see specific instructions and resources.



Upload



Home Folder

▼ New Files (0)

My Packages



Inbox (4 New; 4 Total)



Activity 1: Learn about Your Role on the High Sch... (3 files) (from NAEP High School Transcript Study at 7/17/2018 1:46:49 PM)



Activity 2: Submit Course Catalogs (from NAEP High School Transcript Study at 7/17/2018 1:46:06 PM)



Activity 3: Complete the School Information Form (2 files) (from NAEP High School Transcript Study at 7/16/2018 2:26:03 PM)



Activity 4: Submit Student Transcripts (2 files) (from NAEP High School Transcript Study at 7/16/2018 2:24:36 PM)



Sent (0)

Select 'Submit Student Transcripts'

Activity 4: Submit Student Transcripts

The final phase of the NAEP High School Transcript Study involves collecting transcript information for students taking the grade 12 NAEP.

Step 1: Review Student List

A list of students is provided in the resources section below. Use this list to ensure you are submitting transcripts for the correct transcript data file(s), as it contains column headings for each type of data to be collected.

Step 2: Review Guidelines for Preparing Electronic Transcripts

The instructions for this activity, the **HSTS Guidelines for Electronic Transcripts**, are included in the resources section. These prepare files for upload.

Step 3: Upload Student Transcript Files

To complete this activity, upload your student transcript file(s) using the Upload button located near the top of this webpage.

1. Select the **Upload** button.
2. In the pop-up window that appears, either:
 - drag and drop your first file into the large box in the center, or
 - select the **Browse...** link, locate the first file you will upload, and select **Open**.
3. Select **Upload**.
4. Repeat the steps above for each additional file that you will upload.

Files:

 HSTS Guidelines for Electronic Transcripts.pdf	✓ (216.8 KB)	Download
 Student List.xlsx	✓ (16.4 KB)	Download

Select 'Download'

The downloaded file appears at the bottom of your browser window

Student List.xlsx

Select the arrow and "Open" to open the file

The Student List template will include the following information for each record: NAEP School ID; State School ID; School Name; Grade; E-File Student ID (used for data processing); New Enrollee; State Unique Student ID (if it was included on the E-File); Student First Name; Student Middle Name; and Student Last Name.

The Student List template will also include the HSTS data fields (discussed below).

Step 2: Prepare Your Transcript Records

Use an Accepted File Format

The student transcript records can be provided in various formats. Microsoft Excel or comma separated value (CSV) files are strongly recommended because they provide a clear delineation of the transcript data.

NAEP Admin ID	Course ID	Course Title	Grade Level	School Year	Course Term	Credits Earned	Grade Earned	Course Level	Special Education Course	Course Location	Course Language	College Credit	Transfer Course
01	ENG0009	ENGLISH 9	09	15-16	Y	1	C	REG	N	HS	ENG	N	N
02	MTH0112	ALGEBRA I	09	15-16	Y	1	B	REG	N	HS	ENG	N	N
03	SCI0134	EARTH SCIENCE	09	15-16	Y	1	B	REG	N	HS	ENG	N	N
04	HST0238	WORLD GEOGRAPHY	09	15-16	S1	0.5	A	REG	N	HS	ENG	N	N
05	HST0029	STATE HISTORY	09	15-16	S2	0.5	B	REG	N	HS	ENG	N	N
06	PHE0009	PHYS ED 9	09	15-16	Y	1	A	REG	N	HS	ENG	N	N
07	CMP0088	COMPUTER APPLICATIONS	09	15-16	Y	1	A	REG	N	HS	ENG	N	N
08	ENG0010	ENGLISH 10	10	16-17	Y	1	C	REG	N	HS	ENG	N	N
09	MTH0122	GEOMETRY	10	16-17	Y	1	C	REG	N	HS	ENG	N	N
10	SCI0185	BIOLOGY I	10	16-17	Y	1	B	REG	N	HS	ENG	N	N
11	HST0011	U.S. HISTORY	10	16-17	Y	1	B	REG	N	HS	ENG	N	N
12	PHE0010	PHYS ED 10	10	16-17	S1	0.5	A	REG	N	HS	ENG	N	N
13	PHE0025	HEALTH	10	16-17	Q3	0.25	B	REG	N	HS	ENG	N	N
14	PHE0119	DRIVER'S ED	10	16-17	Q4	0.25	A	REG	N	HS	ENG	N	N
15	CMP0316	WEB DEVELOPMENT	10	16-17	Y	1	A	REG	N	HS	ENG	N	N
16	ENG0011	ENGLISH 11	11	17-18	Y	1	C	REG	N	HS	ENG	N	N
17	MTH0132	ALGEBRA II	11	17-18	Y	1	B	REG	N	HS	ENG	N	N
18	SCI0222	CHEMISTRY	11	17-18	Y	1	B	REG	N	HS	ENG	N	N
19	HST0075	WORLD HISTORY	11	17-18	Y	1	B	REG	N	HS	ENG	N	N
20	FLN1183	SPANISH I	11	17-18	Y	1	C	REG	N	HS	ENG	N	N
21	CMP0334	COMPUTER PROGRAMMING	11	17-18	Y	1	A	REG	N	HS	ENG	N	N
22	ENG0012	ENGLISH 12	12	18-19	Y	1	B	REG	N	HS	ENG	N	N
23	MTH0152	PRE-CALCULUS	12	18-19	Y	1	B	REG	N	HS	ENG	N	N
24	HST0023	U.S. GOVERNMENT	12	18-19	S1	0.5	A	REG	N	HS	ENG	N	N
25	HST0026	CIVICS	12	18-19	S2	0.5	B	REG	N	HS	ENG	N	N
26	FLN1184	SPANISH II	12	18-19	Y	1	C	REG	N	HS	IMM	N	N
27	CMP0400	AP COMPUTER SCIENCE	12	18-19	Y	1	A	HON	N	HS	ENG	N	N
28	ACC0019	ASSEMBLY LANGUAGE	12	18-19	Y	1	A	HON	N	CC	ENG	Y	N

Example of an Excel-based high school transcript file

Other file formats that will be acceptable include:

- Microsoft Word files,
- Microsoft Access databases,
- Extensible Markup Language (XML) files
- Formatted text files
- Portable Document Format (PDF) files
- SPSS files, and
- SAS files.

For these file formats, please make it clear where the transcript data fields are located. This may be best written up in a separate document and uploaded with the transcript records.

Include All Required Fields

For each course record, there are two sets of information requested: required and optional data fields. Required data fields include information needed to link, process, and analyze the course records. The optional data fields provide additional data that will aid in the analysis, but may be found in other sources (such as the course catalogs that were provided). Both the required data fields and optional data fields are included as column headers on your Student List template.

Required and Optional Data Fields

Required	Optional
NAEP Admin ID	Course Level
Course ID	Special Education Course
Course Title	Course Location
Grade Level	Course Language
School Year	College Credit
Course Term	
Credits Earned	
Grade Earned	
Transfer Course	

The required data fields are as follows:

- **NAEP Admin ID** – The NAEP Admin ID number is an identifier found on the sampled student list. It is very important that this ID number be on the submitted electronic student transcript file. This number allows the student's transcript to be linked with their NAEP assessment data without the need for any additional student personal information.
- **Course ID** – The course ID number of the course taken. It should be the same course ID number as listed in the course catalog. If the state, TUDA, or school does not have a course ID numbering system, then the field is left blank.
- **Course Title** – The name of the course taken.
- **Grade Level** – The grade level in which the student was enrolled when the course was taken (e.g., 9th, 10th, 11th, and 12th).
- **School Year** – The school year when the course was taken.
- **Course Term** – The length of time the course was taken, relative to the school year. The values for this field can be either general (Year, Trimester, etc.) or specific (Semester 1, Quarter 4, Summer session, etc.). Please provide a key if abbreviations are used (see next section).
- **Credits Earned** – The number of credits earned by the student for the course taken.
- **Grade Earned** – The grade that was earned by the student for the course taken. It can be letter grades (A, B, C, etc.), numeric grades (53, 82, 100, etc.), proficiency levels (Exceed expectations, Meet expectations, etc.), pass/fail (P or F), or other grading codes (incomplete, withdrawn, not applicable, etc.). Please provide a key if abbreviations are used for grading codes that are non-letter or non-numeric.
- **Transfer Course** – A yes-no indicator that marks if the course was taken at a school outside of the state or school district. Use this field to indicate transfer courses of students who moved from outside the state/district into the school after the start of the 2015-2016 school year.

The optional data fields are as follows:

- **Course Level** – An indicator of the rigor of the course taken. We recommend using the levels established by the School Courses for the Exchange of Data (SCED) coding system: basic/remedial, general/regular, enriched/advanced, and honors. Please provide a key if abbreviations are used.
- **Special Education Course** – A yes-no indicator that marks if the course taken counts as a special education course for the student.
- **Course Location** – An indicator of where the student took the course. While most courses are taken at the high school, other possible locations include another high school, a vocational center, community college, or taken as an online course. Please provide a key if abbreviations are used.
- **Course Language** – The primary language in which the course was taught. This field mostly indicates the primary language in which English language learner (ELL) and foreign languages courses are taught. Please provide a key if abbreviations are used.
- **College Credit** – An indicator of whether college credit is earned for the course. The college credit could be earned immediately upon completion of the course, or it may be conditional upon taking other selected courses at specified colleges.

Create a Key

As noted in the field descriptions above, please consider whether any of your data are formatted as abbreviations that may require explanation. This information is best provided in the form of a key. The key may be another worksheet within an Excel workbook or a separate text file.

Example of a Key

Variable	Term	Meaning
Course Term	Y	Year
	S1	First semester
	S2	Second semester
	Q1	First quarter
	Q2	Second quarter
	Q3	Third quarter
	Q4	Fourth quarter
	SUM	Summer school session
Course level	REG	Regular
	ADV	Advanced
	HON	Honors
	BSC	Basic
Course location	HS	At the high school
	OHS	At another district high school
	VE	At the district voc-ed center
	CC	At local community college
	ONL	Online course
Course language	ENG	In English
	ESL	ESL Course taught in English and Spanish
	SPN	In Spanish
	IMM	Immersion course

Delete Personal Identifying Information

No personal information, such as students' names or state-unique student ID numbers, should be on your transcript file when you submit it. If such information is on the file, it will be removed during the data preparation operation for transcript coding.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	NAEP School ID	State School ID	School Name	Grade	E-File Student ID	New Enrollee	State Unique Student ID	First Name	Middle Name	Last Name	NAEP Admin ID	Course ID	Course Title	Grade Level	School Year	Completion
1	123456	178832804293	American High	12	753288492		293758JD289	Micaela	Alexa	Abraham	01	ENG0009	ENGLISH 9	09	15-16	Y
2	123456	178832804293	American High	12	753288492		293758JD289	Kathleen	Marie	Andreev	02	MTH0112	ALGEBRA I	09	15-16	Y
3	123456	178832804293	American High	12	753288492		293758JD289	Mala	Ann	Anson	03	SCI0134	EARTH SCIENCE	09	15-16	Y
4	123456	178832804293	American High	12	753288492		293758JD289	Jessica	Elizabeth	Bieber	04	HST0238	WORLD GEOGRAPHY	09	15-16	S
5	123456	178832804293	American High	12	753288492		293758JD289	Dori	Lauren	Boyette	05	HST0029	STATE HISTORY	09	15-16	S
6	123456	178832804293	American High	12	753288492		293758JD289	Paige	Ophelia	Brenton	06	PHE0009	PHYS ED 9	09	15-16	Y
7	123456	178832804293	American High	12	753288492		293758JD289	Kimberly	Lynn	Calzada	07	CMP0088	COMPUTER APPLICATIONS	09	15-16	Y
8	123456	178832804293	American High	12	753288492		293758JD289	Darrick	Franklin	Cassano	08	ENG0010	ENGLISH 10	10	16-17	Y
9	123456	178832804293	American High	12	753288492		293758JD289	Hector	Dean	Cayer	09	MTH0122	GEOMETRY	10	16-17	Y
10	123456	178832804293	American High	12	753288492		293758JD289	Gordon	Eric	Christiansen	10	SCI0185	BIOLOGY I	10	16-17	Y
11	123456	178832804293	American High	12	753288492		293758JD289	Morris	George	Danko	11	HST0011	U.S. HISTORY	10	16-17	Y
12	123456	178832804293	American High	12	753288492		293758JD289	Shane	Dean	Doner	12	PHE0010	PHYS ED 10	10	16-17	S
13	123456	178832804293	American High	12	753288492		293758JD289	Christa	Juliana	Ellwood	13	PHE0025	HEALTH	10	16-17	Q
14	123456	178832804293	American High	12	753288492		293758JD289	Ingrid	Amalia	Esteban	14	PHE0119	DRIVER'S ED	10	16-17	Q
15	123456	178832804293	American High	12	753288492		293758JD289	Glenna	Angela	Fabrizia	15	CMP0316	WEB DEVELOPMENT	10	16-17	Y
16	123456	178832804293	American High	12	753288492		293758JD289	Alta	Nina	Fleagle	16	ENG0011	ENGLISH 11	11	17-18	Y
17	123456	178832804293	American High	12	753288492		293758JD289	Elvia	Skye	Gerber					17-18	Y
18	123456	178832804293	American High	12	753288492		293758JD289	Eleonora	McKenzie	Goodenough					17-18	Y
19	123456	178832804293	American High	12	753288492		293758JD289	Jolene	Anne	He					17-18	Y
20	123456	178832804293	American High	12	753288492		293758JD289	Vernon	Lane	Holguin					17-18	Y
21	123456	178832804293	American High	12	753288492		293758JD289	Greg	Ryan	Klick					17-18	Y
22	123456	178832804293	American High	12	753288492		293758JD289	Stefanie	Mary	Krupin					18-19	Y
23	123456	178832804293	American High	12	753288492		293758JD289	Liliana	Megan	Kuhn					18-19	Y
24	123456	178832804293	American High	12	753288492		293758JD289	Bryson	Ernest	Mencher	24	HST0023	U.S. GOVERNMENT	12	18-19	S
25	123456	178832804293	American High	12	753288492		293758JD289	Sabrina	Elizabeth	Nakano	25	HST0026	CIVICS	12	18-19	S
26	123456	178832804293	American High	12	753288492		293758JD289	Abby	Rose	Sanchez	26	FLN1184	SPANISH III	12	18-19	Y
27	123456	178832804293	American High	12	753288492		293758JD289	Javier	Edwardo	Townsend	27	CMP0400	AP COMPUTER SCIENCE	12	18-19	Y
28	123456	178832804293	American High	12	753288492		293758JD289	Viviana	Lee	Valerio	28	ACC0019	ASSEMBLY LANGUAGE	12	18-19	Y
29	123456	178832804293	American High	12	753288492	y	293758JD289									

Delete fields with personal information

Step 3: Upload Your Transcript Records

When you have finished preparing your transcript records, please upload your file(s) to the HSTS website.



HSTS Upload Wizard



Upload To

/Home/TEST_SCHOOL9



Notes

Notes

Either drag-and-drop your file(s) into this box, or select "Browse..." to locate and select your file(s)



Drop files to add or [Browse...](#)

Upload

[Cancel](#)

HSTS Upload Wizard



Upload To

/Home/TEST_SCHOOL9



Notes

Notes



Drop files to add or [Browse...](#)



Student List.xlsx



When all of your files are listed in this window, select "Upload"

Upload

[Cancel](#)

HSTS Upload Wizard

Upload To

/Home/TEST_SCHOOL9

Notes

Notes

✓ Student List.xlsx

A green check mark indicates a file was uploaded successfully

Close

Upon receiving the transcripts, the NAEP Admin ID number listed on the file will be used to link the student transcript records to the 2019 NAEP grade 12 assessments' student records. Once the link is established, any school name or student personal information found on the transcript files will be removed.

Document layout

HSTS Guidelines for Electronic Transcripts



2019

High School Transcript Study

Introduction

Electronically submitting student transcripts involves obtaining records for the students participating in the 2019 NAEP High School Transcript Study, ensuring all required data fields are included in the transcript records, deleting personal identifying information from the records, and uploading your data file(s) to the HSTS website. The instructions that follow describe each of these aspects of the electronic transcript submission process.

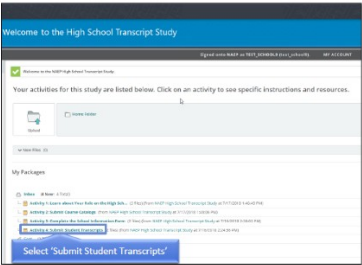
Contents

- Step 1: Download Your Student List..... 1
- Step 2: Prepare Your Transcript Records..... 3
 - Use an Accepted File Format..... 3
 - Include All Required Fields..... 4
 - Create a Key..... 7
 - Delete Personal Identifying Information..... 8
- Step 3: Upload Your Transcript Records..... 8

Step 1: Download Your Student List

To start this activity, download the **Student List** template file of E-Filed students plus new enrollees from the HSTS website.

Once you have logged into the HSTS website, select "Submit Student Transcripts" from your list of activities. Then, download your **Student List** file from Resources section.



1

Activity 4: Submit Student Transcripts

The first phase of the NAEP High School Transcript Study involves collecting information for students taking the grade 12 NAEP assessment.

Step 1: Review Student List

A list of students is provided in the resources section below. Use this list to ensure you are submitting transcripts for the correct transcript data fields, and contains column headings for each type of data to be collected.

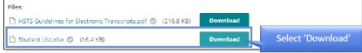
Step 2: Review Guidelines for Preparing Electronic Transcripts

The instructions for the activity, the HSTS guidelines for Electronic Transcripts, are included in the resources section. These prepare files for upload.

Step 3: Upload Student Transcript Files

To complete this activity, upload your student transcript files using the upload button located near the top of this webpage.

1. Select the upload button.
2. In the pop-up window that appears, either:
 - a. drag and drop your file into the large box in the center, or
 - b. select the **Browse...** link, locate the file that you will upload, and select **Open**.
3. Select **Upload**.
4. Repeat the steps above for each additional file that you will upload.



2

Step 2: Prepare Your Transcript Records

Use an Accepted File Format

The student transcript records can be provided in various formats. **Microsoft Excel or comma separated value (CSV) files are strongly recommended** because they provide a clear delineation of the transcript data.

The Student List template will include the following information for each record:
NAEP School ID; State School ID; School Name; Grade; E-File Student ID (used for data processing); New Enrollee; State Unique Student ID (if it was included on the E-File); Student First Name; Student Middle Name; and Student Last Name.

The Student List template will also include the HSTS data fields (discussed below).

NAEP School ID	State School ID	School Name	Grade	E-File Student ID	New Enrollee	State Unique Student ID	Student First Name	Student Middle Name	Student Last Name
01-000001	000001	000001	00	000001	Y	000001	000001	000001	000001
01-000002	000002	000002	00	000002	Y	000002	000002	000002	000002
01-000003	000003	000003	00	000003	Y	000003	000003	000003	000003
01-000004	000004	000004	00	000004	Y	000004	000004	000004	000004
01-000005	000005	000005	00	000005	Y	000005	000005	000005	000005
01-000006	000006	000006	00	000006	Y	000006	000006	000006	000006
01-000007	000007	000007	00	000007	Y	000007	000007	000007	000007
01-000008	000008	000008	00	000008	Y	000008	000008	000008	000008
01-000009	000009	000009	00	000009	Y	000009	000009	000009	000009
01-000010	000010	000010	00	000010	Y	000010	000010	000010	000010
01-000011	000011	000011	00	000011	Y	000011	000011	000011	000011
01-000012	000012	000012	00	000012	Y	000012	000012	000012	000012
01-000013	000013	000013	00	000013	Y	000013	000013	000013	000013
01-000014	000014	000014	00	000014	Y	000014	000014	000014	000014
01-000015	000015	000015	00	000015	Y	000015	000015	000015	000015
01-000016	000016	000016	00	000016	Y	000016	000016	000016	000016
01-000017	000017	000017	00	000017	Y	000017	000017	000017	000017
01-000018	000018	000018	00	000018	Y	000018	000018	000018	000018
01-000019	000019	000019	00	000019	Y	000019	000019	000019	000019
01-000020	000020	000020	00	000020	Y	000020	000020	000020	000020
01-000021	000021	000021	00	000021	Y	000021	000021	000021	000021
01-000022	000022	000022	00	000022	Y	000022	000022	000022	000022
01-000023	000023	000023	00	000023	Y	000023	000023	000023	000023
01-000024	000024	000024	00	000024	Y	000024	000024	000024	000024
01-000025	000025	000025	00	000025	Y	000025	000025	000025	000025
01-000026	000026	000026	00	000026	Y	000026	000026	000026	000026
01-000027	000027	000027	00	000027	Y	000027	000027	000027	000027
01-000028	000028	000028	00	000028	Y	000028	000028	000028	000028
01-000029	000029	000029	00	000029	Y	000029	000029	000029	000029
01-000030	000030	000030	00	000030	Y	000030	000030	000030	000030
01-000031	000031	000031	00	000031	Y	000031	000031	000031	000031
01-000032	000032	000032	00	000032	Y	000032	000032	000032	000032
01-000033	000033	000033	00	000033	Y	000033	000033	000033	000033
01-000034	000034	000034	00	000034	Y	000034	000034	000034	000034
01-000035	000035	000035	00	000035	Y	000035	000035	000035	000035
01-000036	000036	000036	00	000036	Y	000036	000036	000036	000036
01-000037	000037	000037	00	000037	Y	000037	000037	000037	000037
01-000038	000038	000038	00	000038	Y	000038	000038	000038	000038
01-000039	000039	000039	00	000039	Y	000039	000039	000039	000039
01-000040	000040	000040	00	000040	Y	000040	000040	000040	000040
01-000041	000041	000041	00	000041	Y	000041	000041	000041	000041
01-000042	000042	000042	00	000042	Y	000042	000042	000042	000042
01-000043	000043	000043	00	000043	Y	000043	000043	000043	000043
01-000044	000044	000044	00	000044	Y	000044	000044	000044	000044
01-000045	000045	000045	00	000045	Y	000045	000045	000045	000045
01-000046	000046	000046	00	000046	Y	000046	000046	000046	000046
01-000047	000047	000047	00	000047	Y	000047	000047	000047	000047
01-000048	000048	000048	00	000048	Y	000048	000048	000048	000048
01-000049	000049	000049	00	000049	Y	000049	000049	000049	000049
01-000050	000050	000050	00	000050	Y	000050	000050	000050	000050
01-000051	000051	000051	00	000051	Y	000051	000051	000051	000051
01-000052	000052	000052	00	000052	Y	000052	000052	000052	000052
01-000053	000053	000053	00	000053	Y	000053	000053	000053	000053
01-000054	000054	000054	00	000054	Y	000054	000054	000054	000054
01-000055	000055	000055	00	000055	Y	000055	000055	000055	000055
01-000056	000056	000056	00	000056	Y	000056	000056	000056	000056
01-000057	000057	000057	00	000057	Y	000057	000057	000057	000057
01-000058	000058	000058	00	000058	Y	000058	000058	000058	000058
01-000059	000059	000059	00	000059	Y	000059	000059	000059	000059
01-000060	000060	000060	00	000060	Y	000060	000060	000060	000060
01-000061	000061	000061	00	000061	Y	000061	000061	000061	000061
01-000062	000062	000062	00	000062	Y	000062	000062	000062	000062
01-000063	000063	000063	00	000063	Y	000063	000063	000063	000063
01-000064	000064	000064	00	000064	Y	000064	000064	000064	000064
01-000065	000065	000065	00	000065	Y	000065	000065	000065	000065
01-000066	000066	000066	00	000066	Y	000066	000066	000066	000066
01-000067	000067	000067	00	000067	Y	000067	000067	000067	000067
01-000068	000068	000068	00	000068	Y	000068	000068	000068	000068
01-000069	000069	000069	00	000069	Y	000069	000069	000069	000069
01-000070	000070	000070	00	000070	Y	000070	000070	000070	000070
01-000071	000071	000071	00	000071	Y	000071	000071	000071	000071
01-000072	000072	000072	00	000072	Y	000072	000072	000072	000072
01-000073	000073	000073	00	000073	Y	000073	000073	000073	000073
01-000074	000074	000074	00	000074	Y	000074	000074	000074	000074
01-000075	000075	000075	00	000075	Y	000075	000075	000075	000075
01-000076	000076	000076	00	000076	Y	000076	000076	000076	000076
01-000077	000077	000077	00	000077	Y	000077	000077	000077	000077
01-000078	000078	000078	00	000078	Y	000078	000078	000078	000078
01-000079	000079	000079	00	000079	Y	000079	000079	000079	000079
01-000080	000080	000080	00	000080	Y	000080	000080	000080	000080
01-000081	000081	000081	00	000081	Y	000081	000081	000081	000081
01-000082	000082	000082	00	000082	Y	000082	000082	000082	000082
01-000083	000083	000083	00	000083	Y	000083	000083	000083	000083
01-000084	000084	000084	00	000084	Y	000084	000084	000084	000084
01-000085	000085	000085	00	000085	Y	000085	000085	000085	000085
01-000086	000086	000086	00	000086	Y	000086	000086	000086	000086
01-000087	000087	000087	00	000087	Y	000087	000087	000087	000087
01-000088	000088	000088	00	000088	Y	000088	000088	000088	000088
01-000089	000089	000089	00	000089	Y	000089	000089	000089	000089
01-000090	000090	000090	00	000090	Y	000090	000090	000090	000090
01-000091	000091	000091	00	000091	Y	000091	000091	000091	000091
01-000092	000092	000092	00	000092	Y	000092	000092	000092	000092
01-000093	000093	000093	00	000093	Y	000093	000093	000093	000093
01-000094	000094	000094	00	000094	Y	000094	000094	000094	000094
01-000095	000095	000095	00	000095	Y	000095	000095	000095	000095
01-000096	000096	000096	00	000096	Y	000096	000096	000096	000096
01-000097	000097	000097	00	000097	Y	000097	000097	000097	000097
01-000098	000098	000098	00	000098	Y	000098	000098	000098	000098
01-000099	000099	000099	00	000099	Y	000099	000099	000099	000099
01-000100	000100	000100	00	000100	Y	000100	000100	000100	000100

3

- Microsoft Word files,
- Microsoft Access databases,
- Extensible Markup Language (XML) files
- Formatted text files
- Portable Document Format (PDF) files
- SPSS files, and
- SAS files

Include All Required Fields

Required and Optional Data Fields	
Required	Optional
NAEP Admin ID	Course Level
Course ID	Special Education Course
Course Title	Course Location
Grade Level	Course Language
School Year	College Credit
Course Term	
Credits Earned	
Grade Earned	
Transfer Course	

4

- **NAEP Admin ID** – The NAEP Admin ID number is an identifier found on the sampled student list. It is **very important** that **this ID number be on the submitted electronic student transcript**. This number allows the student's transcript to be linked with their NAEP assessment data without the need for any additional student personal information.
- **Course ID** – The course ID number of the course taken. It should be the same as the course ID number listed on the transcript. If the state, TUDA, or school does not have a course ID numbering system, then the field is left blank.
- **Course Title** – The name of the course taken.
- **Grade Level** – The grade level in which the student was enrolled when the course was taken (e.g., 9th, 10th, 11th, and 12th).
- **School Year** – The school year when the course was taken.
- **Course Term** – The length of time the course was taken, relative to the school year. This field should be populated with the term (e.g., Trimester, etc.) or specific (Semester 1, Quarter 4, Summer session, etc.). Please provide a key if abbreviations are used (see next section).
- **Credits Earned** – The number of credits earned by the student for the course taken.
- **Grade Earned** – The grade that was earned by the student for the course taken. It can be letter grades (A, B, C, etc.), numeric grades (53, 82, 100, etc.), proficiency levels (exceeds expectation, meets expectations, etc.), pass/fail (P or F), or other grading codes (incomplete, withdrawn, not applicable, etc.). Please provide a key if abbreviations are used for grading codes that are non-letter or non-numeric.
- **Transfer Course** – A yes/no indicator that marks if the course was taken at a school outside of the state or school district. Use this field to indicate transfer courses. *Example: A student who moved from the state district into the school after the start of the 2015-2016 school year.*

5

- **Course Level** – An indicator of the rigor of the course taken. We recommend using the levels established by the School Courses for the Exchange of Data (SCED) coding system: *basic/regular, general/regular, enriched/advanced*, and honors. Please provide a key if abbreviations are used.
- **Special Education Course** – A yes/no indicator that marks if the course taken counts as a special education course for the student.
- **Course Location** – An indicator of where the student took the course. While most courses are taken at the high school, other possible locations include an online high school, a vocational center, community college, or taken as an online course. Please provide a key if abbreviations are used.
- **Course Language** – The primary language in which the course was taught. This field mostly indicates the primary language in which English language learner (ELL) and foreign languages courses are taught. Please provide a key if abbreviations are used.
- **College Credit** – An indicator of whether college credit is earned for the course. The college credit could be earned immediately upon completion of the course, or it could be conditional upon taking other selected courses at specified colleges.

1

As noted in the field descriptions above, please consider whether any of your data are formatted as abbreviations that may require explanation. This information is best provided in the form of a key. The key may be another worksheet within an Excel workbook or a separate text file.

Variable	Term	Meaning
Course Term	Y	Year
	S1	First semester
	S2	Second semester
	Q1	First quarter
	Q2	Second quarter
Course level	Q3	Third quarter
	Q4	Fourth quarter
	SUM	Summer school session
	REG	Regular
	ADV	Advanced
Course location	HON	Honors
	BS	Basic
	HC	At the high school
	CH	At another district high school
	VS	At the district voc-ed center
Course language	CC	At local community college
	ONL	Online course
	ENG	In English
	ESL	ESL course taught in English and Spanish
	SPN	In Spanish
Immersion course	IMM	Immersion course
	IMM	Immersion course

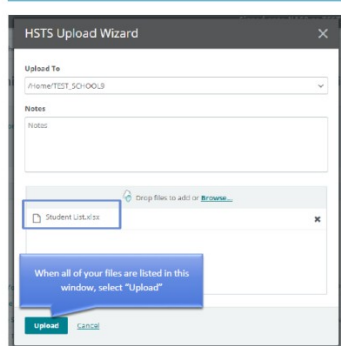
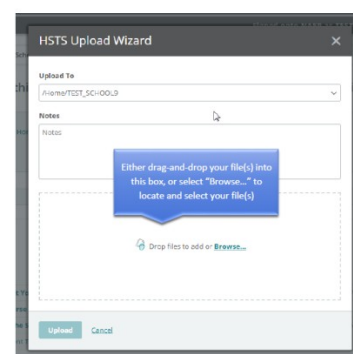
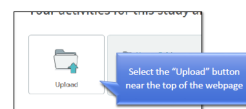
examples of a row

7

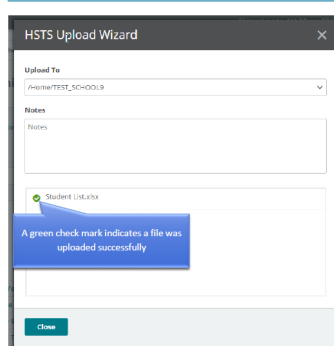
No personal information, such as students' names or state-unique student ID numbers, should be on your transcript file when you submit it. If such information is on the file, it will be removed during the data preparation operation for transcript coding.

[illegible]

When you have finished preparing your transcript records, please upload your file(s) to the HSTS website.



22



Upon receiving the transcripts, the NAEP Admin ID number listed on the file will be used to link the student transcript records to the 2019 NAEP grade 12 assessments' student records. Once the link is established, any school name or student personal information found on the transcript files will be removed.

Review Parent Information Letter

HSTS FERPA Disclosure Record Annotation Text

(See HSTS FERPA Disclosure Record Annotation Text section earlier in this document)

HSTS Parent Information Letter

January-March 2019

Dear Parent:

The National Center for Education Statistics of the U.S. Department of Education has authorized the National Assessment of Educational Progress (NAEP) to obtain student transcript data from schools selected to participate in the 2019 NAEP assessments. The NAEP High School Transcript Study (HSTS) will be conducted during the summer after the selected students have graduated from high school. The HSTS provides information about the courses high school graduates took during their high school years, how many credits they earned, the grades they received, and the relationship of these coursetaking patterns to achievement on twelfth-grade NAEP.

Your child's school has been selected to participate in this important study. In the summer of 2019, NAEP will collect transcripts for a sample of students who were in the twelfth grade in the 2018–2019 school year. No student time is involved in the study.

NCES is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622). Educational agencies and institutions are permitted to disclose personally identifiable information from students' education records to NCES by the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35) for the purpose of evaluating federal supported education programs.

The NAEP 2019 High School Transcript Study is an important study that provides valuable information regarding the courses students take while in high school and the rigor of U.S. high schools. The participation of your child's school is needed to make the results of this study comprehensive, accurate, and timely.

Sincerely,

Peggy G. Carr

Associate Commissioner

All of the information provided by study 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 each student's 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.

Review Parent Consent Letter

HSTS FERPA Disclosure Record Annotation Text

(See HSTS FERPA Disclosure Record Annotation Text section earlier in this document)

HSTS Parent Information Letter

(See HSTS Parent Information Letter on the previous page of this document)

HSTS Parent Consent Letter

January-March 2019

Dear Parent:

The National Center for Education Statistics of the U.S. Department of Education has authorized the National Assessment of Educational Progress (NAEP) to obtain student transcript data from schools selected to participate in the 2019 NAEP assessments. The NAEP High School Transcript Study (HSTS) will be conducted during the summer after the selected students have graduated from high school. The HSTS provides information about the courses high school graduates took during their high school years, how many credits they earned, the grades they received, and the relationship of these coursetaking patterns to achievement on twelfth-grade NAEP.

Your child's school has been selected to participate in this important study. In the summer of 2019, NAEP will collect transcripts for a sample of students who were in the twelfth grade in the 2018–2019 school year. Your child is one of the students for whom we may request transcript data. Please understand that no student time is involved in the study.

NCES is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622). Educational agencies and institutions are permitted to disclose personally identifiable information from students' education records to NCES by the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35) for the purpose of evaluating federal supported education programs.

Before we proceed, we want to make sure that you do not have any objections releasing your child's transcript information for these studies. If you object, please complete and return the attached form to the school.

The NAEP 2019 High School Transcript Study is an important study that provides valuable information regarding the courses high school students take and the rigor of U.S. high schools. I would appreciate your cooperation in this very important educational study. Thank you for your time and consideration.

Sincerely,

Peggy G. Carr

Associate Commissioner

IF YOU DO NOT OBJECT TO THE RELEASE OF YOUR CHILD'S TRANSCRIPT, IT IS NOT NECESSARY TO RETURN THIS FORM TO THE SCHOOL.

I have been informed of the nature of the 2019 High School Transcript Study and object to the release of information from my child's transcript.

Print Child's Name: _____

Last

First

Middle

Parent or Guardian's signature

All of the information provided by study 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 each student's 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.