

Instructions for Preparing and Importing a Student Excel file



Requirements

NAEP needs a complete **Excel file** of students enrolled during the 2024–2025 school year for the selected age group at your school.

- Prepare and submit a separate Excel file of all students in your school with birthdates between **January 1, 2011**, and **December 31, 2011**.
- Students may be in any grade. However, we expect most students to be in the following grades: **6, 7, 8, and 9**.

NAEP uses this student list to draw a random sample of students to participate in the assessment. Include all students in the selected age group, even students who are typically excluded from other testing programs, such as students with disabilities who have IEPs (SD) and English Learners (EL), and students participating in virtual/remote learning.

NAEP recommends using a **Student List Template**, which is available on the NAEP Assessment Management System (AMS) website. If you create your own Excel file, use the same or similar header names. **If you cannot submit your student data in an Excel file, contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com.**

The Excel file must contain the following information for each student:

Excel Header Name	Format	Notes
State unique Student ID	Numeric	If available, do not use Social Security Numbers.
First name	Text	Recommendation: If possible, include first and last names in separate columns. NAEP accepts names stored in a single column, which requires answering questions to determine how names are ordered/formatted.
Last name	Text	
Middle name or initial optional	Text	
Grade in School	Numeric	Include all students with birthdates between January 1, 2011, and December 31, 2011. Expected grades are 6, 7, 8, and 9.
Homeroom/other locator optional	Text or Numeric	Optional, include if available.
Month of Birth	Numeric	Recommendation: If possible, include month and year of birth in separate columns. NAEP accepts birthdates in a single column too. Include all students with a 2011 year of birth.
Year of Birth	Numeric	
Gender	School-defined code	Map school-defined codes to NAEP definitions. See pages 2-4.
Race/Ethnicity	School-defined code	
Economically Disadvantaged	School-defined code	

Excel Header Name	Format	Notes
Students with Disabilities (SD)	School-defined code	
English Learner (EL)	School-defined code	
On-Break Indicator for all -year schools ONLY (schools without a summer break)	School-defined code	Only required for year-round schools
ZIP Code	Numeric	5 or 9 digit format

NAEP Codes and Definitions

You will need to map your file's school-defined codes to NAEP's definitions for the following variables: Gender, Race/Ethnicity, Economically Disadvantaged, Students with Disabilities (SD), English Learner (EL). **See NAEP definitions below.**

Gender

Map your school's codes to the following categories.

- **Male**
- **Female**
- **Nonbinary:** A student who does not identify exclusively as male or female.
- **Information unavailable at this time:** If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.

Race/Ethnicity

NAEP offers three student list templates to accommodate different race/ethnicity formats. See the Downloads section of Step 1 Import Students.

Race/ethnicity in one column – Use when all race/ethnicity information is included in a single column.

Race/ethnicity in two columns – Use when ethnicity (**Hispanic, of any race**) is included in a single column. Other race information is included in a separate column.

Race/ethnicity in six columns – Use when each of the six categories below have a dedicated column: Hispanic (of any race), White (not Hispanic), Black or African American (not Hispanic), Asian (not Hispanic), American Indian or Alaska Native (not Hispanic), and Native Hawaiian or Pacific Islander (not Hispanic). Responses from these six categories will determine the **Two or More Races, not Hispanic** category.

NAEP accepts race/ethnicity information in other formats. The formats above are the most common.

Map your school's codes to the following categories.

- **Hispanic, of any race:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race
- **White, not Hispanic:** A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East
- **Black or African American, not Hispanic:** A person having origins in any of the Black peoples of Africa
- **Asian, not Hispanic:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- **American Indian or Alaska Native, not Hispanic:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment
- **Native Hawaiian or Pacific Islander, not Hispanic:** A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands
- **Two or More Races, not Hispanic:** A person who identifies with two or more of the non-Hispanic categories above
- **Information unavailable at this time:** If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date
- **School does not collect this information:** *Available to nonpublic schools only.* When used, this code must be applied to all students

Economically Disadvantaged

Map your school's codes to the following categories.

- **Yes, economically disadvantaged**
- **No, not economically disadvantaged**
- **Information unavailable at this time:** If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.

English Learner (EL)

Map your school's codes to the following categories.

- **Yes, EL**
- **No, Not EL**
- **No, Formerly EL:** If a student who has achieved full English proficiency, is monitored, and is included in EL subgroup for accountability reporting for 2 years (or 4 years depending on state policy) after exiting. Public schools, contact your NAEP State Coordinator if you have any questions about using this code.
- **Information unavailable at this time:** If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the

cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.

On-Break Indicator

For year-round schools only (most schools will leave this column blank): Include students who will be on break/vacation on the scheduled assessment day along with all of the other students born in 2011. The Student List Template contains an “On Break” column for identifying students who will be on break/vacation by filling in “Yes.” *If you are not using the template, create and provide data for an “On Break” column in your file.*

Instructions for importing the student list

See the steps below for importing the student list.

Step 1: Prepare the Excel file and a legend

The **legend** should explain the file’s codes. The following NAEP variables involve school-defined codes:

- Gender
- Race/Ethnicity
- Economically Disadvantaged
- Students with Disabilities (SD)
- English Learner (EL)

In the example below, a school uses five different codes for the **Students with Disabilities** variable. The legend explains how to “map” school codes to NAEP definitions.

School codes for Students with Disabilities	NAEP Definitions	Legend
IEP	Yes, IEP	IEP = Yes, IEP
IEP + 504	No, not SD	IEP + 504 = Yes, IEP
504	Information unavailable	504 = No, not SD
No		No = No, not SD
Blank (no data in cell)		Blank = Information unavailable

Step 2: Check your file, then upload

Prevent upload failures by resolving these common problems first.

- ✓ Student records should be in one worksheet. Delete all other worksheets.
- ✓ File should include all currently enrolled students born in 2011. Delete any students that do not have a 2011 birthdate.
- ✓ Include all required NAEP variables (see page 1 for full list). The following cannot be blank for any students: first name, last name, birth month/year, grade, and gender. Blanks for other variables are acceptable, you will add missing information later.

- ✓ Check for duplicate students. Delete any duplicate student rows.
- ✓ Header row for each required variable must be in row 1.
- ✓ Blank rows should begin after the last student record. Delete blank rows between students.
- ✓ Remove password protection. NAEP cannot process protected files.

Go to the **Import Student List** section on your school’s AMS page. Select **Upload file**.

Step 3: Map file contents

Use the completed legend for this step. The legend explains how to map each variable.

- Map your file’s column headings to NAEP variables. This step is done automatically if you use NAEP’s Excel template or the same variable/header row names.
 - The field names used by your database system may not have the same names as the NAEP variable. In this case, match the names of your columns to the names of the NAEP variables.
- Map your school’s codes to NAEP definitions. In the repeated example below, the school code “IEP” is mapped to NAEP’s definition “Yes, IEP”, and so on.

School codes for Students with Disabilities	NAEP Definitions	Legend
IEP	Yes, IEP	IEP = Yes, IEP
IEP + 504	No, not SD	IEP + 504 = Yes, IEP
504	Information unavailable	504 = No, not SD
No		No = No, not SD
Blank (no data in cell)		Blank = Information unavailable

Step 4: Check warnings

Information from the student list runs through a series of checks.

- **Review warnings.** NAEP compares the student list against two databases: previous NAEP assessments and Common Core of Data. Common Core of Data (CCD) is the Department of Education’s primary database on public elementary and secondary education in the United States. These comparisons generate warnings to ensure demographics in the student list are accurate. Warnings serve as prompts to review and confirm existing information, and do not always require changes to the student list. There are additional warnings that identify missing information and possible mapping problems.
- **Resolve warnings.** Some warnings are resolved by adding missing information or editing existing information. Others require a review of how file contents are mapped, and possible changes if the mapping is incorrect.

Step 5: Confirm file

Review student counts and percentages for each variable in your file. This summary serves as a final check before submitting the file. Make sure these counts and percentages are representative of age 13 students at your school.