



NAEP 2017

Instructions for Preparing a Current List of Students

Part I: Requirements

NAEP needs a complete and current list of **all students** in the selected grade(s) to be assessed (**not just new students**).

- The list should reflect **January 2017** enrollment.
- The list will help NAEP identify any students that were not included on the original list submitted in the fall of 2016.
- Include all students, even students who are commonly excluded from other testing programs.
- Your student list **must be a Microsoft Excel file** (version 95 or later). If your student information is available in a different format, you can simply copy and paste the data into Excel.
- If you need assistance, call the NAEP Help Desk at 1-800-283-6237.

Include the following information for each student in the selected grade.

- ✓ Student first name
- ✓ Student last name
- ✓ Month of birth
- ✓ Year of birth

If available, please include...

- ✓ Student middle name/initial
- ✓ State unique student ID (**do not use the student's Social Security number**)

Part II: List Format

You will need to answer questions about your Excel file's format during the upload process. Will your file have all student information in separate columns? Good! That means you're using the preferred format, pictured below.

| | A | B | C | D | E |
|---|------------|-------------|-----------|----------------|---------------|
| 1 | First Name | Middle Name | Last Name | Month of Birth | Year of Birth |
| 2 | Riley | R | Armstrong | 3 | 2006 |
| 3 | Logan | D | Barker | 4 | 2007 |
| 4 | Alexander | Michael | Brown | 12 | 2006 |
| 5 | Austin | Todd | Brown | 6 | 2006 |
| 6 | Brian | Matthew | Campbell | 3 | 2007 |

NAEP will also accept student names and birth dates formatted in **single columns**.

- During the upload, you'll tell us how student names and birthdates are formatted.
- You will specify the order of student names, whether or not the student name column includes middle names, and how the names are separated (**by a space, comma, or other character**). Middle names and initials are optional. The example below is **last name, first name**.
- The same idea applies to birth dates, too. The example below is **mm/dd/yyyy**.

| | A | B |
|---|------------------|-----------|
| 1 | Name | Birthdate |
| 2 | Armstrong, Riley | 3/18/2006 |
| 3 | Barker, Logan | 4/15/2017 |
| 4 | Brown, Alexander | 12/2/2006 |
| 5 | Brown, Austin | 6/23/2006 |
| 6 | Campbell, Brian | 3/1/2007 |

Part III: Pre-upload Checklist

Formatting errors can cause the file upload to fail. Save time by using this pre-upload checklist. If you can check off everything on this list, then you're ready to upload your file.

- The file was prepared after January 1st and contains all currently enrolled students in the selected grade.
- Blank rows do not start until after the last student record. There are no blank cells or rows within the required student information (blanks for middle names and student IDs are ok).
- The file has only one worksheet with data on it. The extra worksheets are blank.
- The file does not have any footers or images at the bottom.
- The header for my file is in a single row, and there are no images at the top.
- The filename ends with **.xls** or **.xlsx**.
- I understand how student names are formatted in my file.
- I understand how month and year of birth are formatted in my file.

Part IV: Special Situations & Tips

- The first row of data in your file will be read as the column headers. Each succeeding row will be considered a student record.
- Use the most current enrollment information available, so that all students have an equal opportunity to be selected for NAEP.
- If more than one grade-level is being assessed at your school, submit separate Excel files for each grade.
- Year-round schools with multiple tracks of students should not include any students who will be on break on the scheduled assessment date.
- **If MyNAEP cannot process your file, try selecting the Back button and revising your answers about how the Excel file is formatted.** In the example below, the user checked the wrong box for the number of digits in the birth year. The red text at the top of the screen will display the number of digits in the birth year (in this case, four).

Submit Current Roster of Students

Year of Birth

Here is a value from your Date of Birth column: **7/1/2001 12:00:00 AM**

As it appears above, how is **year of birth** represented? If the value above displays time, disregard that portion.

As four digits (2015)

As two digits (15)

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