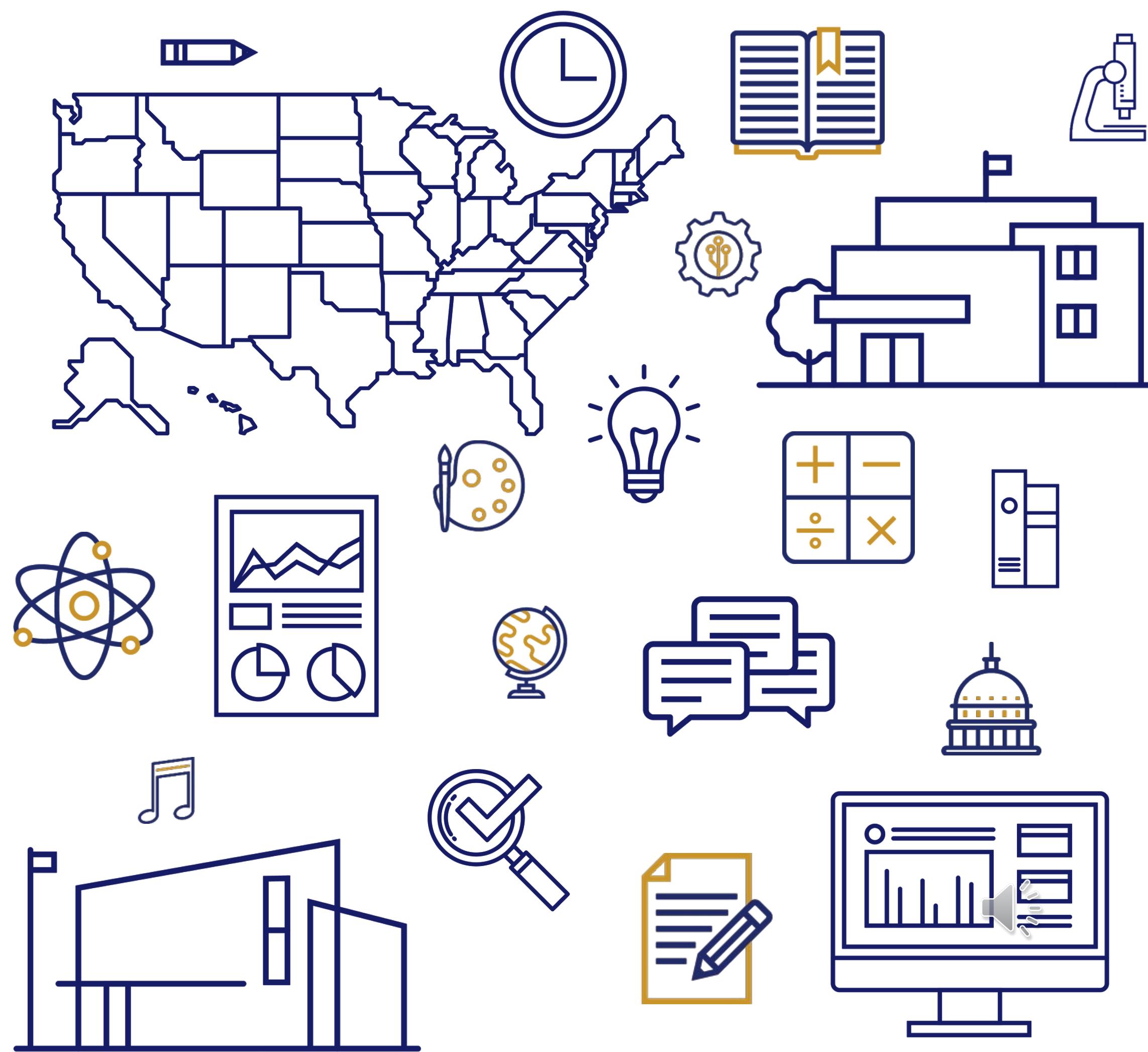
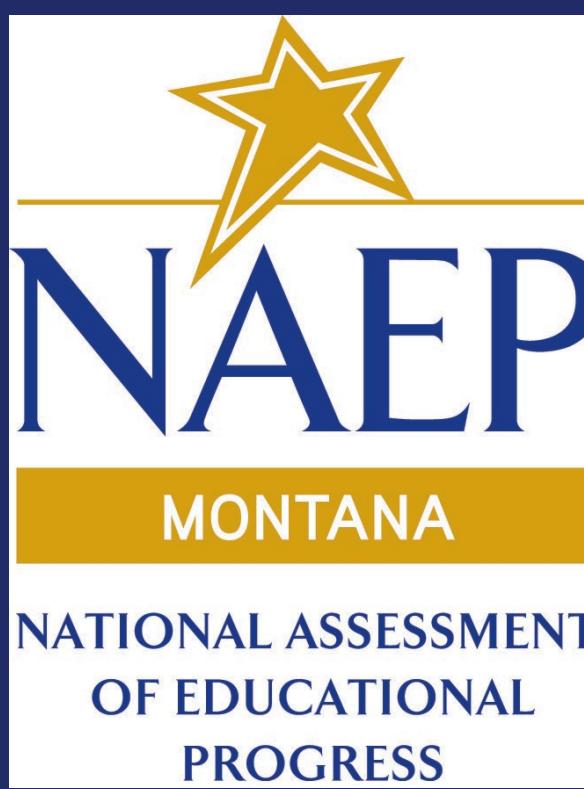


Task 7 - Add New Students: Review Student List

OPI Assessment Unit Focused Support Video



Preassessment Activities

Preassessment Activities

Now that the student sample is available, preassessment activities can be completed in the AMS. This summary report will show the status of each activity. All activities should be completed before the assessment planning meeting.

Preassessment Activities

Assessment Planning Meeting date  **January 14, 2026**

Task	Missing info	May require updates after Add New	Students	Completed
Provide Student Information: Student Demographics				
Provide Student Information: SD and EL Students				
Add New Students				
Assessment Logistics				
Technical Logistics				
Notify Parents/Guardians				
Manage Questionnaires				

Demographic information is unavailable for 3 student(s) in the Provide Student Information section.



Task 7 – Add New Students: Review Student List due APM

JANUARY
2026 MONDAY
05

Schools
Return

JANUARY
2026 TUESDAY
06

Schools
Update
Database

District: «District_Name»
Grade(s): «Grades»

Dear «SIS_Fname» «SIS_Lname»,

Happy Holidays! Your district has been selected to participate in the 2026 administration of the National Assessment of Educational Progress (NAEP) assessments, also known as *The Nation's Report Card*. NAEP is the largest nationally representative and continuing assessment of what students in the United States know and can do in various subjects. It is administered by the National Center for Education Statistics (NCES) within the U.S. Department of Education. We've been working with your district's System Test Coordinator (STC), «STC_Fname» «STC_Lname» to prepare for the NAEP assessment. «STC_Fname» is copied on this email.

This letter is to notify you that the Office of Public Instruction (OPI) will pull your grade «Grades» student enrollment (roster) from EDUCATE/Infinite Campus on **Tuesday, January 6th**. To ensure NAEP is statistically valid, all students in the selected grade(s) must have an opportunity to be selected for NAEP. The OPI submitted a list of students in early November. From this list, NAEP sampled students to participate in the assessment. It is possible that some students were not included in the original Fall list as they enrolled after that timeframe. For this reason, NAEP needs an updated list in January. To ensure the information contained in the extract is reflective of your district's current grade «Grades» roster, please update your system, EDUCATE/Infinite Campus or PowerSchool, to include newly enrolled students since November 3rd. PowerSchool users will need to upload the enrollment data to the EDUCATE/Infinite Campus System and then Resync State Data. All modifications to student records should be completed during the window of **January 5 – 6, 2026**.

Thank you in advance for your assistance with the NAEP process. If you have any questions, please feel free to contact me. To update your EDUCATE/Infinite Campus contact information, please contact the EDUCATE Help Desk at opaimhelp@mt.gov or (406) 444-3800.

Sincerely,



Shantel Niederstadt
NAEP State Coordinator
Montana Office of Public Instruction

- Phone: (406) 444.3450
- Email: sniederstadt@mt.gov
- Website: <http://opi.mt.gov/>



The National Center for Education Statistics (NCES) conducts the National Assessment of Educational Progress to evaluate federally supported education programs. All of the information you provide may only be used for the purposes of research, statistics, and evaluation under the Education Sciences Reform Act of 2002 (ESRA; 20 U.S.C. § 9543) and may not be disclosed, or used, in identifiable form for any other purpose except as required 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 you in any unauthorized manner. Electronic submission of your information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015.

Task 7 – Add New Students: Review Student List due APM

Add New Students

Create and upload a complete list of all currently enrolled grade 4 students at your school. NAEP compares this list against the original list submitted in the fall to determine if there are new students. Any new students have an opportunity to be selected for the assessment.

Add New Students Missing info

 **125**
Reported grade 4 enrollment

 **School**
Student list provider

 Add New Students available Jan 2

 State Unique Student ID State unique student ID, 6 digits

 Add New Students method Excel import

Select Manage to add new students. Manage →



Task 7 – Add New Students: Review Student List due APM



Help

JOAN SMITH

Student ID Name Birth month/year

671853	Ammons, Jamison	May-2016
671850	Arroyo, Haden	Feb-2016
671818	Barnes, Major	Jun-2016
671860	Burrell, Lincoln	Jun-2016
671844	Campos, London	Feb-2016
671828	Case, Graysen	Apr-2016
671835	Chung, Amayah	May-2016

Add student + Print student list

Select **Submit** to finish your review.

Task 7 – Add New Students: Review Student List due APM

you need to add any missing grade 4 students.

- Select **Submit** to finish your review.
- Contact the **NAEP Help Desk** if you do not include your school.

671860 Burrell, Lincoln Jun-2016

Add a new student

Birth month	First name	Middle name	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

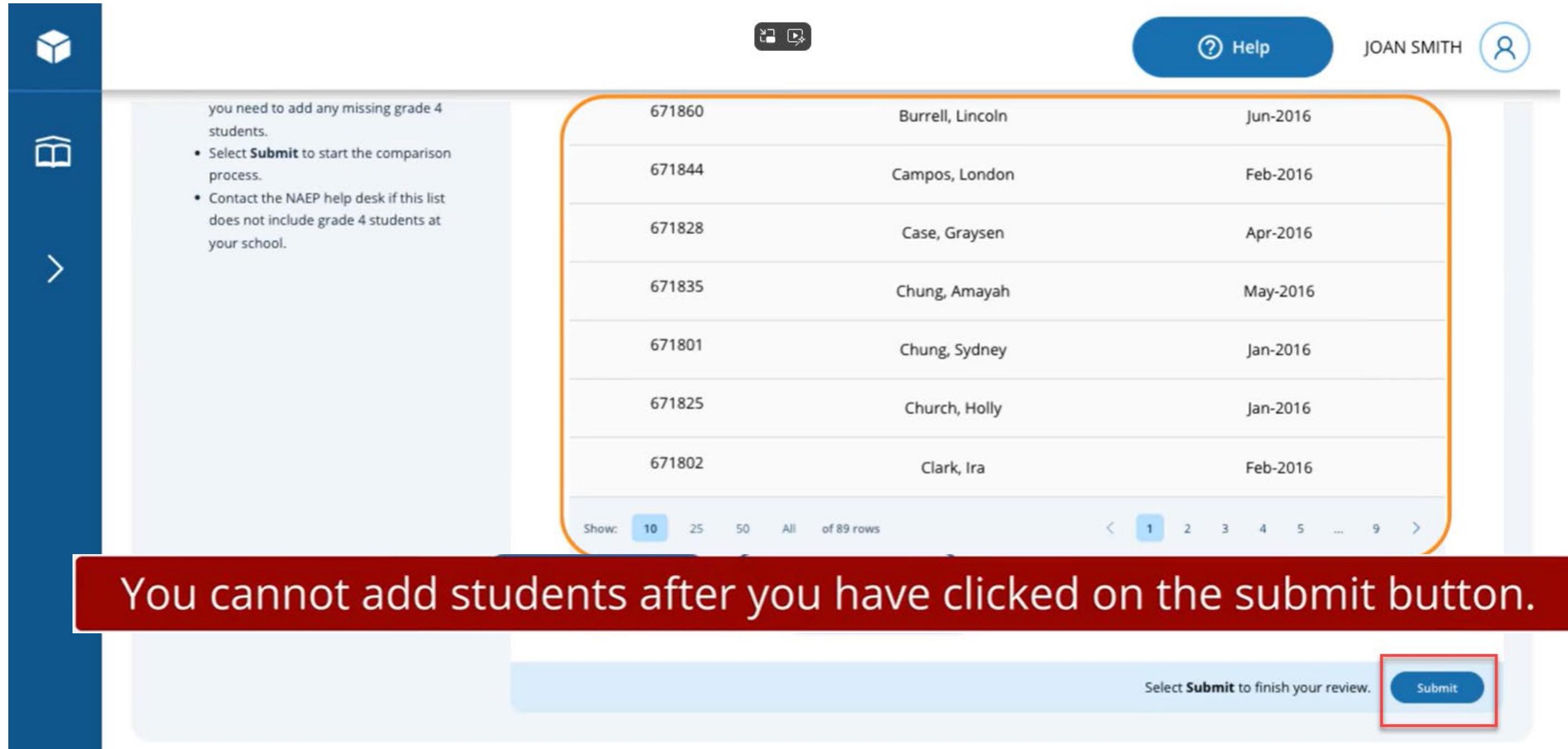
State unique student ID, 10 characters

Optional

Cancel **Save**

Select **Submit** to finish your review. **Submit**

Task 7 – Add New Students: Review Student List due APM



you need to add any missing grade 4 students.

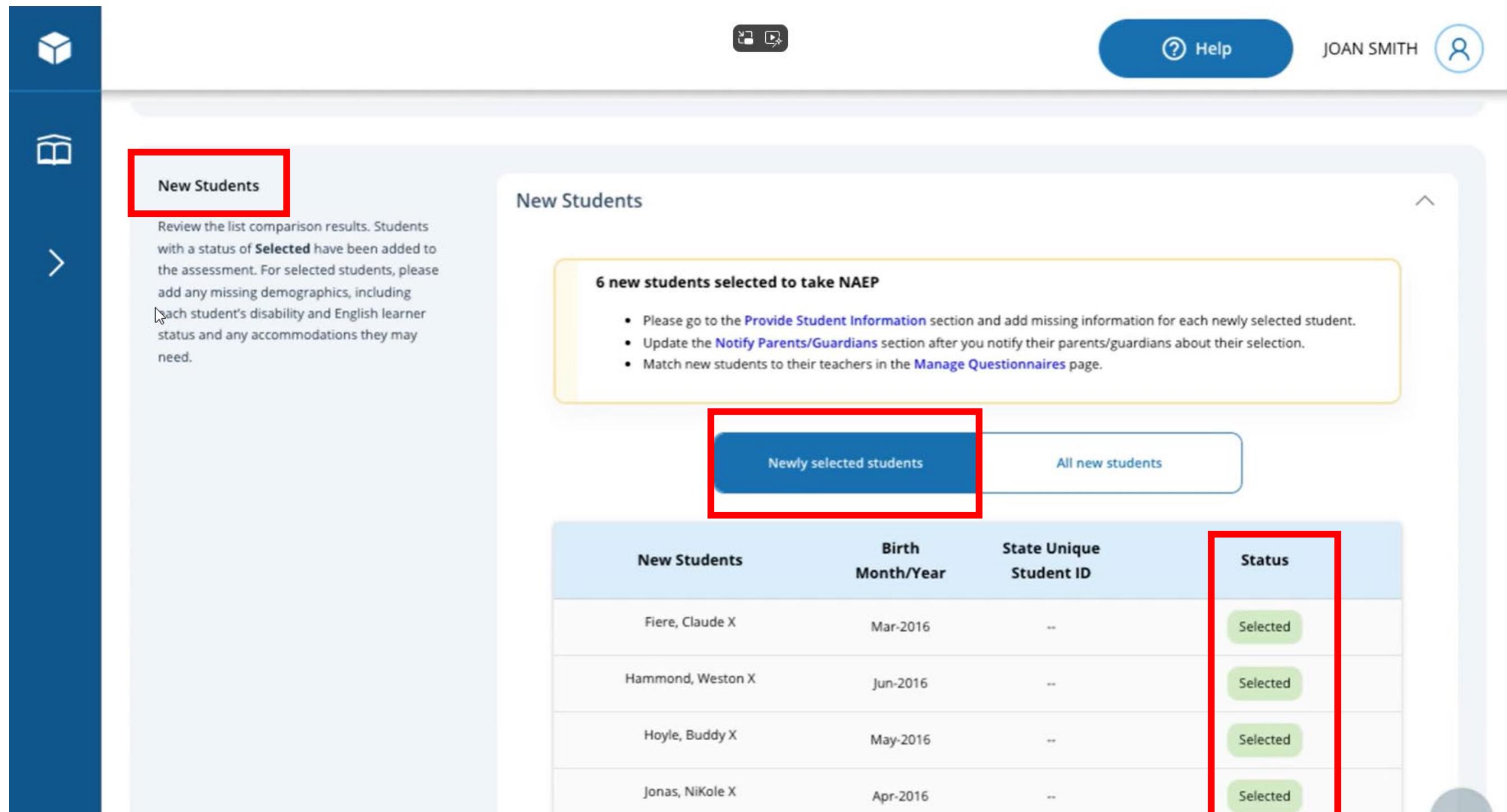
- Select **Submit** to start the comparison process.
- Contact the NAEP help desk if this list does not include grade 4 students at your school.

671860	Burrell, Lincoln	Jun-2016
671844	Campos, London	Feb-2016
671828	Case, Graysen	Apr-2016
671835	Chung, Amayah	May-2016
671801	Chung, Sydney	Jan-2016
671825	Church, Holly	Jan-2016
671802	Clark, Ira	Feb-2016

Show: 10 25 50 All of 89 rows < 1 2 3 4 5 ... 9 >

Select **Submit** to finish your review. **Submit**

Task 7 – Add New Students: Review Student List due APM



New Students

Review the list comparison results. Students with a status of **Selected** have been added to the assessment. For selected students, please add any missing demographics, including each student's disability and English learner status and any accommodations they may need.

6 new students selected to take NAEP

- Please go to the [Provide Student Information](#) section and add missing information for each newly selected student.
- Update the [Notify Parents/Guardians](#) section after you notify their parents/guardians about their selection.
- Match new students to their teachers in the [Manage Questionnaires](#) page.

Newly selected students All new students

New Students	Birth Month/Year	State Unique Student ID	Status
Fiere, Claude X	Mar-2016	--	Selected
Hammond, Weston X	Jun-2016	--	Selected
Hoyle, Buddy X	May-2016	--	Selected
Jonas, NiKole X	Apr-2016	--	Selected

Task 7 – Add New Students: Review Student List due APM

- Provide Student Information
 - Student Demographic Information
 - SD and EL Students Accommodations
 - ✓ SD Inclusion Policy -
<https://drive.google.com/file/d/1jmbwegaNcscAq67Y1GuzNYQ7zLmJvV9Y/view?usp=sharing>
 - ✓ EL Inclusion Policy -
<https://drive.google.com/file/d/1PMDtobTPV9bJ5H6VMSWuuh2Fnf21Gse/view?usp=sharing>
 - Notify Parents/Guardians





Contact Information



For technical questions:
NAEP Help Desk
Phone: (800) 283.6237
Email: naephelp@westat.com

 Request help SHANTEL NIEDERSTADT 

For NAEP questions:
Shantel Niederstadt, NAEP State Coordinator
Montana Office of Public Instruction
Phone: 444.3450
Email: sniederstadt@mt.gov

