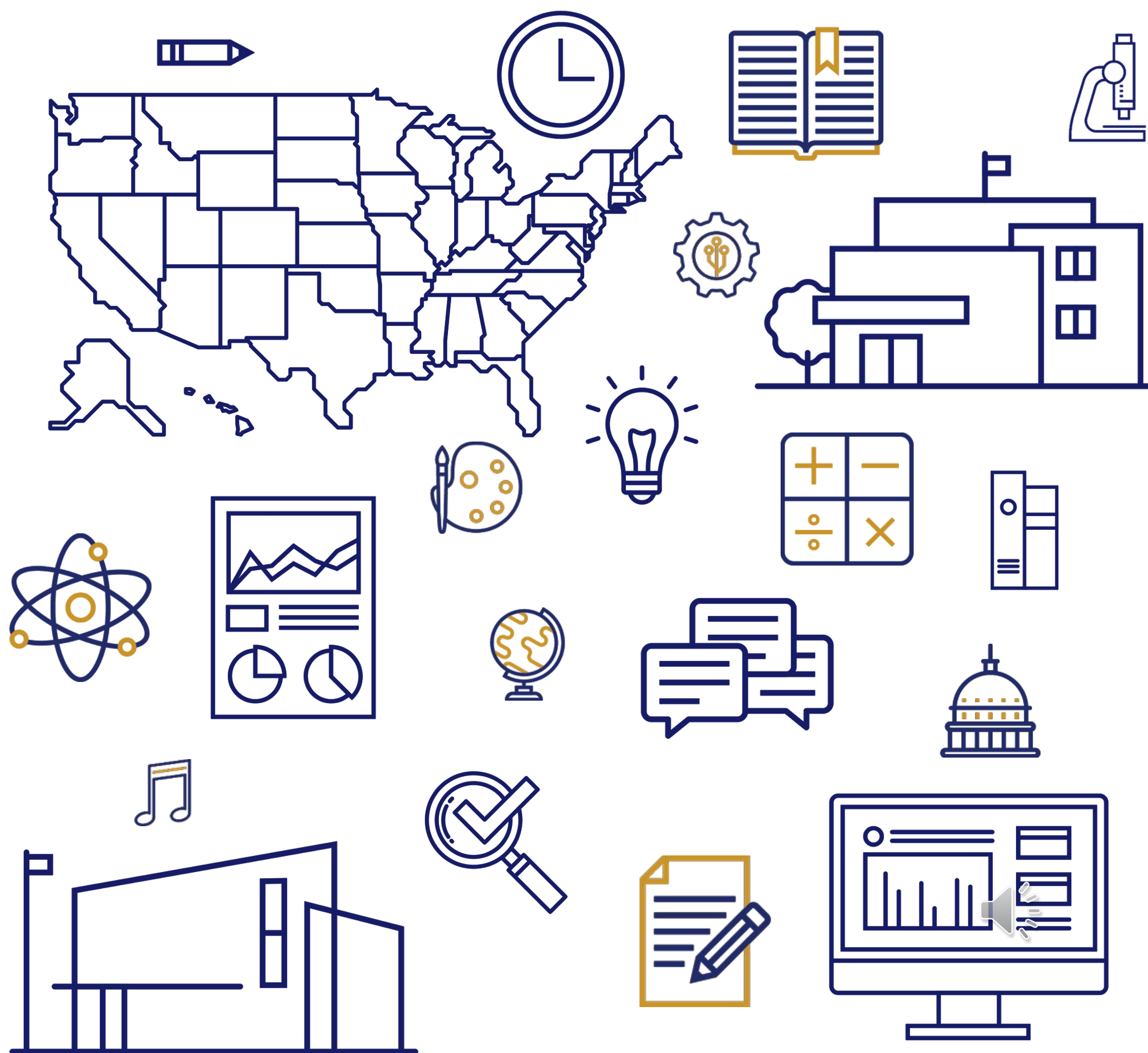
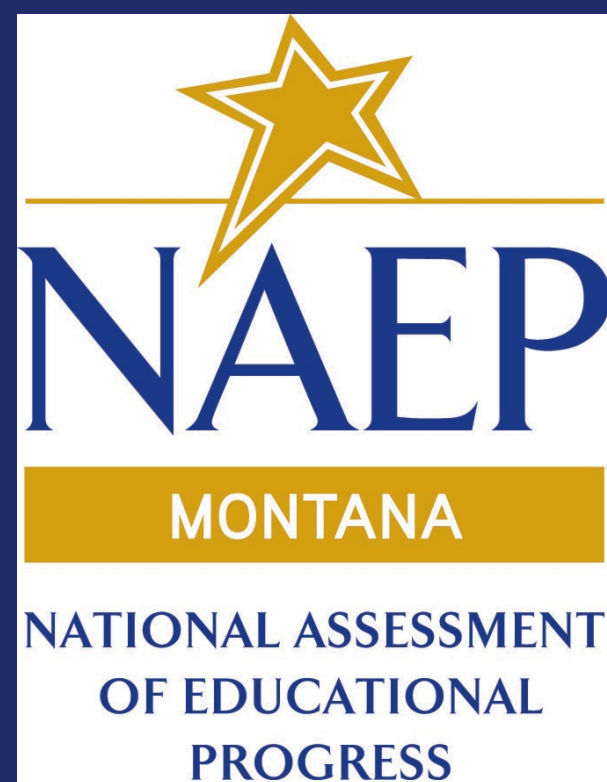


# Task 7 - Add New Students: Review Student List

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



Schools  
Return



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 6<sup>th</sup>**. 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 3<sup>rd</sup>. 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 [opiainhelp@mt.gov](mailto:opiainhelp@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](mailto: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

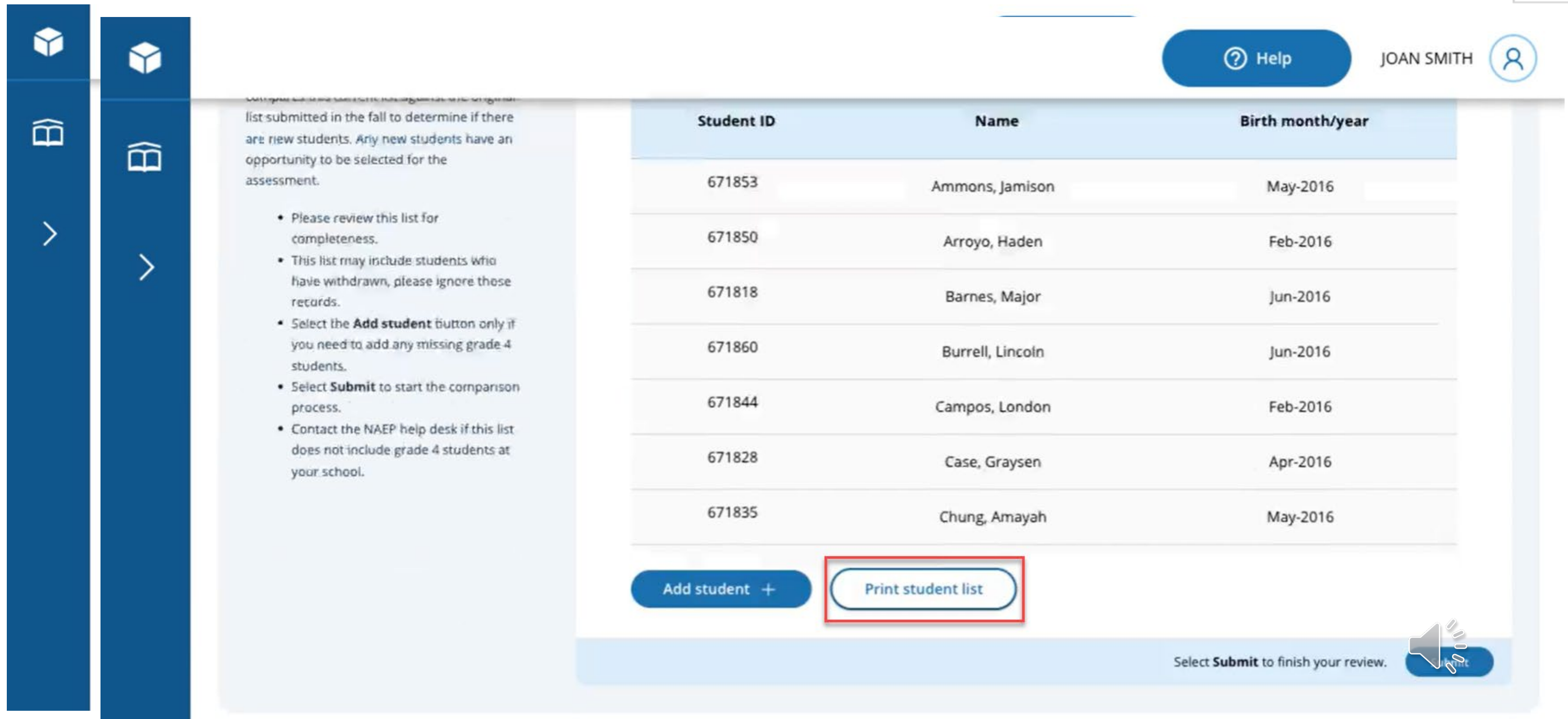
Excel import

Select **Manage** to add new students. **Manage →**





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



The screenshot displays the NAEP Assessment Management System interface. On the left is a dark blue sidebar with icons for home, books, and navigation. The main content area has a light blue header with a 'Help' button and the user name 'JOAN SMITH'. Below the header, a text box on the left provides instructions for reviewing the student list. To the right is a table with three columns: 'Student ID', 'Name', and 'Birth month/year'. The table lists seven students. At the bottom of the table are two buttons: 'Add student +' and 'Print student list', with the latter highlighted by a red rectangle. A footer bar at the bottom right contains a 'Submit' button and a speaker icon.

list submitted in the fall to determine if there are new students. Any new students have an opportunity to be selected for the assessment.

- Please review this list for completeness.
- This list may include students who have withdrawn, please ignore these records.
- Select the **Add student** button only if 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.

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.

NAEP Assessment Management System - <https://naep.ams.naepnpd.org>

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

The screenshot displays the NAEP Assessment Management System interface. A modal window titled "Add a new student" is open, allowing for the entry of a new student's information. The background interface shows a user profile for "JOAN SMITH" and a "Help" button. The modal form includes the following fields:

- Birth month:** A dropdown menu.
- Birth year:** A dropdown menu.
- First name:** A text input field.
- Middle name:** A text input field, marked as "Optional".
- Last name:** A text input field.
- State unique student ID, 10 characters:** A text input field, marked as "Optional".

At the bottom of the modal, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red rectangular box. In the background, a table lists student information, including a student ID "671860", the name "Burrell, Lincoln", and the date "Jun-2016".

NAEP Assessment Management System - <https://naep.ams.naepnpd.org>

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

The screenshot displays the NAEP Assessment Management System interface. On the left is a blue sidebar with icons for home, books, and a right arrow. The main content area has a header with a 'Help' button and the user name 'JOAN SMITH'. Below the header, a light blue box contains instructions: 'you need to add any missing grade 4 students.' followed by two bullet points: 'Select **Submit** to start the comparison process.' and 'Contact the NAEP help desk if this list does not include grade 4 students at your school.' To the right of the instructions is a table of students, highlighted with an orange border. The table has three columns: ID, Name, and Date. Below the table is a pagination bar showing 'Show: 10 25 50 All of 89 rows' and a page navigation bar with numbers 1 through 9. At the bottom right, a blue bar contains the text 'Select **Submit** to finish your review.' and a 'Submit' button, which is highlighted with a red box. A red banner at the bottom of the screenshot reads: 'You cannot add students after you have clicked on the submit button.'

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

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.

**New Students**

**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

NAEP Assessment Management System - <https://naep.ams.naepnpd.org>



# 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/1PMDtobTPV9bJ5H6VMSWuubh2Fnf21Gse/view?usp=sharing>
- Notify Parents/Guardians



# Contact Information

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

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

 Request help

SHANTEL NIEDERSTADT

