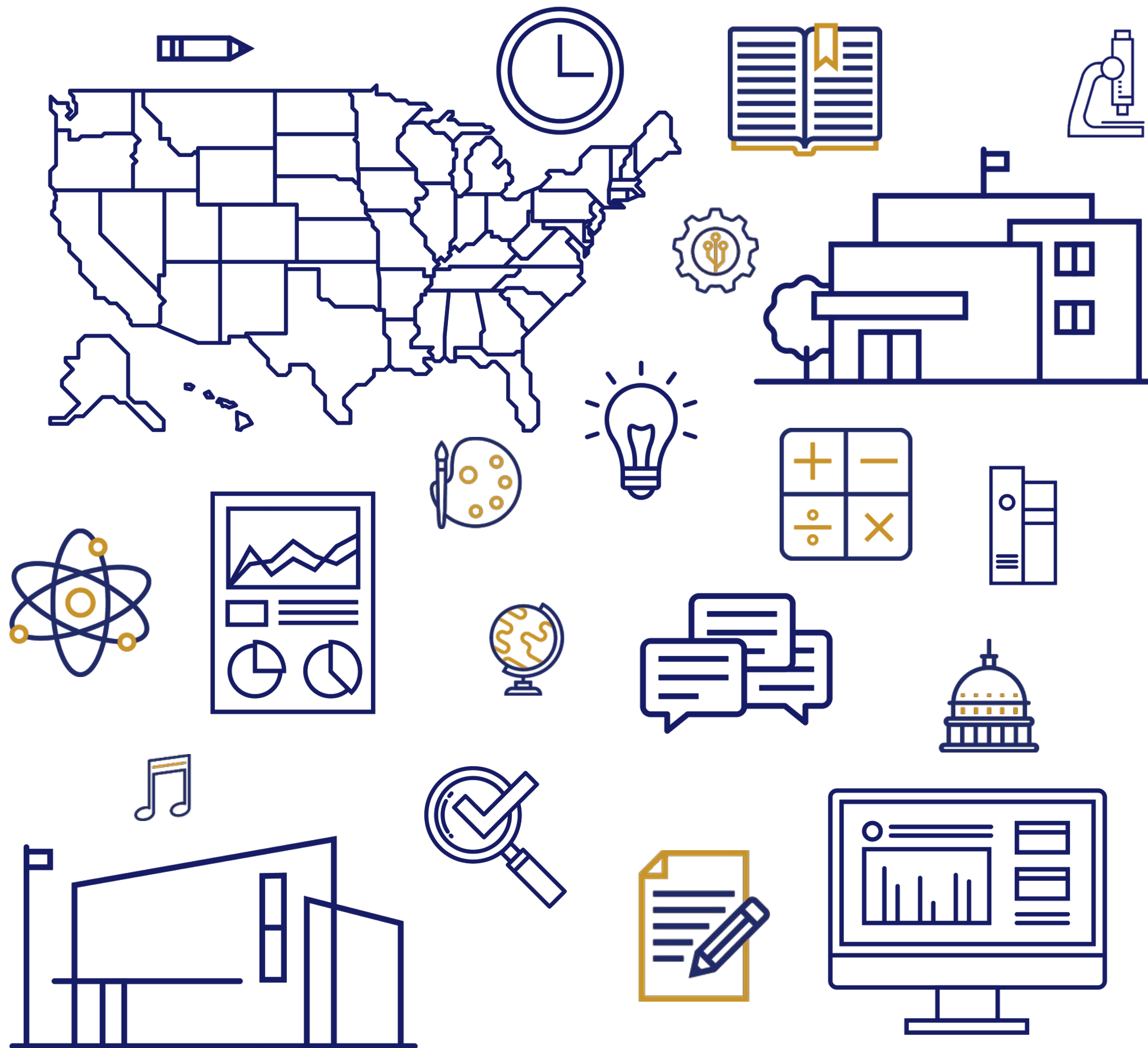
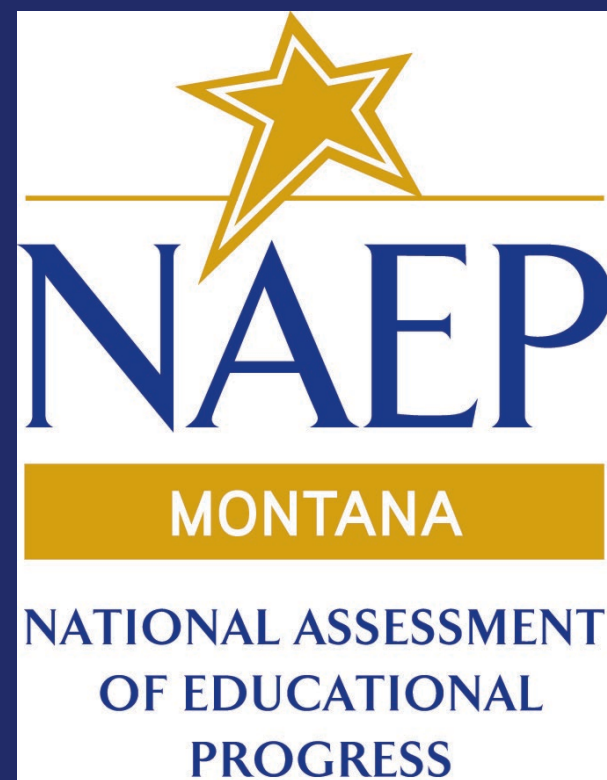


# Task 5: Provide Student Information

# OPI Assessment Unit Focused Support Video



# Task 5 – Provide Student Information due APM

**Provide Student Information**

NAEP uses this information to provide students with accommodations and report results for student demographic groups.

**Provide Student Information** ● **Missing info**

Selected

Not participating

Students with disabilities

English learners

Inclusion policy for Students with disabilities

Download

Inclusion policy for English learners

Download

Student demographics ● **Missing info**

Students missing information

Students with disabilities and English learners ● **Missing info**

Students with accommodations

Exclusions

Select **Manage** to provide student information. **Manage** →

LTT SD Inclusion Policy – <https://drive.google.com/file/d/1DCL6B7gvPwXUzI0ExZLv87zfo7f9Gnr/view?usp=sharing>

LTT EL Inclusion Policy- [https://drive.google.com/file/d/1ciH\\_aP7bwzaaH7eBfH\\_fXo0iyLAcs7d4/view?usp=sharing](https://drive.google.com/file/d/1ciH_aP7bwzaaH7eBfH_fXo0iyLAcs7d4/view?usp=sharing)

NAEP 2025 SD Inclusion Policy - [https://drive.google.com/file/d/1c1vUvDHwQ69J5ieTQx2LxDeYpNRE1Ef\\_/view?usp=sharing](https://drive.google.com/file/d/1c1vUvDHwQ69J5ieTQx2LxDeYpNRE1Ef_/view?usp=sharing)

NAEP 2025 EL Inclusion Policy - [https://drive.google.com/file/d/1A-TD6vbB7ELopFswOQc0XyBKCd1\\_mnwy/view?usp=sharing](https://drive.google.com/file/d/1A-TD6vbB7ELopFswOQc0XyBKCd1_mnwy/view?usp=sharing)

# Task 5 – Provide Student Information due APM

### Manage Team

Assign staff to work with the NAEP team on assessment details.

### School Team

Name	Position	Contact Info	Invite/Edit
Short, Martin	School Principal	☎ 555-333-1234 @ MartinShort@schoolH30000100001.westatstudies.com	+
Short, Martin	School Coordinator	☎ 555-333-1234 @ MartinShort@schoolH30000100001.westatstudies.com	+
--	Technology Coordinator	☎ @	+
Jones, Mickey	District Assessment Coordinator	☎ 555-333-1234 @ MickeyJones@districtH300001.westatstudies.com	
Wells, Lucy	Dist	☎ 555-333-1234	
--	Scho		+
--	Stu		+

**School SD/EL Specialist**  
An individual designated to indicate how SD, EL or SD and EL students will participate on NAEP.  
optional

Invite

NAEP Assessment Management System - <https://ams.westatstudies.com/>

# Task 5 – Provide Student Information due APM

### Provide Student Information

NAEP uses this information to provide students with accommodations and report results for student demographic groups.

### Provide Student Information ● Missing info

Selected

Not participating

Students with disabilities

English learners

Inclusion policy for Students with disabilities

Download

Inclusion policy for English learners

Download

Student demographics ● Missing info

Students missing information

Students with disabilities and English learners ● Missing info

Students with accommodations

Exclusions

+ Add new students

Available Jan 2

● Missing info

Select **Manage** to provide student information.

Manage →

# Task 5 – Provide Student Information due APM

The screenshot displays the 'Students' management interface for 'School 01'. At the top, navigation links for 'Schools', 'School 01', and 'Students' are visible. Below these, the school name 'School 01' is prominently displayed alongside status indicators for 'Assessment Planning Meeting: Not scheduled' and 'Assessment date: Not scheduled'. A 'Manage Tags' section includes filters for 'Trans', 'Grade 4', and 'FT 2025'. Two action buttons are present: 'Watch the tutorial video' (marked with a blue circle and the number 1) and 'Review additional resources' (marked with a blue circle and the number 2). Below these, a tabbed interface shows 'Add New Students' as the active tab, with other tabs for 'Student Demographic Information' and 'Students with Disabilities (SD) & English Learners (EL)'. The 'Add New Students' section contains a detailed 'Import Current Students' panel. This panel includes a 'School' icon, a 'Student list provider' field, and a table of import details:

Field	Value
Import available	Jan 2
Import due	Three days before your Assessment Planning Meeting
Status	Not started
State Unique Student ID	N/A

At the bottom of the panel, a blue bar contains the text 'Select **Import students** to view instructions or import your list.' and an 'Import students →' button.

NAEP Assessment Management System - <https://ams.westatstudies.com/>



# Task 5 – Provide Student Information due APM

Student Demographic Information

Students with Disabilities (SD) & English Learners (EL)

Filters

Clear all

> ☐ Subject

> ☐ Gender

> ☐ Race/ethnicity

> ☐ SD/EL

> ☐ Participation status

0 selected

Category






Choose category

Change to

Save

Export

Export

<input type="checkbox"/>	Line #	Student	Subject	Gender and Birth Month/Year	Race/Ethnicity	Student with disabilities (SD) & English learners (EL)	Learner Status/ Displaced student	Participation status	Edit
<input type="checkbox"/>	101	Fname134 Lname134 0000069546	Math	Male Jun-2011	White, not Hispanic	No, not SD & No, not EL	100% full-time in person No	Participating	
<input type="checkbox"/>	102	Fname203 Lname203 0000069615	Reading	Male Sep-2011	White, not Hispanic	Yes, IEP & Yes, EL	100% full-time in person No	Participating	
<input type="checkbox"/>	103	Fname324 Lname324 0000069736	Math	Male Oct-2011	White, not Hispanic	Yes, IEP & Yes, EL	100% full-time in person No	Participating	
<input type="checkbox"/>	104	Fname92 Lname92 0000069504	Math	Male Aug-2011	White, not Hispanic	Yes, IEP & Yes, EL	100% full-time in person No	Participating	
<input type="checkbox"/>	105	Fname173 Lname173	Reading	Male Sep-2011	Black or African American, not Hispanic	Yes, IEP & No, not EL	100% full-time in person	Participating	

NAEP Assessment Management System - <https://ams.westatstudies.com/>

# Task 5 – Provide Student Information due APM

Edit the sections below for **Fr** Edit the sections below for **Fname512 Lname512** | 0000069924 | Line 101



## Birth Month/Year

May-2011



## English learners

☒ Yes, EL

☐ No, Formerly EL

☐ No, not EL

☐ Information unavailable

## Race/Ethnicity

☒ White, not Hispanic

☐ Black

☐ American Indian or Alaska Native,

☐ School does not collect this information

## Learner Status

☒ 100% full-time in person

☐ Hybrid Virtual Learner

☐ Full-time Virtual Learner

## Displaced Student

☐ Yes

☒ No

## Student with disabilities

☒ Yes, IEP

☐ Yes, 504

☐ No

## Participation status

☐ Participating

☒ Not Participating

Cancel

Save

NAEP Assessment Management System - <https://ams.westatstudies.com/>

# Task 5 – Provide Student Information due APM

**Participation status**

Participating ☐ **✓ Not Participating** ☒

**Select why student is not participating in the assessment**

<input type="radio"/> Not Enrolled at school <ul style="list-style-type: none"><li>• Withdrawn</li><li>• Graduated</li><li>• Expelled</li><li>• Student deceased</li><li>• Foreign exchange student</li></ul>	<input type="radio"/> Enrolled but never attends campus <ul style="list-style-type: none"><li>• Does not attend any academic classes on campus</li><li>• Home schooled and receives limited services on campus</li><li>• Long-term illness/homebound</li></ul>	<input type="radio"/> Student listed in error <ul style="list-style-type: none"><li>• Not in selected grade</li><li>• Student listed more than once</li></ul>	<input type="radio"/> Attends all classes full-time virtually <ul style="list-style-type: none"><li>• Full-time virtual/remote learner</li></ul>
<input type="radio"/> Parent Refusal <ul style="list-style-type: none"><li>• Parent notified and refused NAEP testing</li></ul>	<input type="radio"/> Student refusal <ul style="list-style-type: none"><li>• Student notified and refused NAEP testing</li></ul>	<input type="radio"/> Student with a disability <ul style="list-style-type: none"><li>• Meets (or met) participation for the alternate state assessment</li></ul>	<input type="radio"/> English Learner <ul style="list-style-type: none"><li>• Enrolled in US schools for less than one year prior to the NAEP assessment</li></ul>

NAEP Assessment Management System - <https://ams.westatstudies.com/>



# Task 5 – Provide Student Information due APM

Student Demographic Information

Students with Disabilities (SD) & English Learners (EL)

Filters

Clear all


> ☐ Subject

> ☐ SD/EL

> ☐ How to take NAEP

> ☐ Accommodations

0 selected

Export 

Export 

Line #	Student	Subject	Student with disabilities (SD) & English learners (EL)	Details	How to take NAEP	Accommodations	School Staff	Edit
102	Fname203 Lname203 0000069615	Reading	Yes, IEP & Yes, EL	Missing data (9)	Missing data			
103	Fname324 Lname324 0000069736	Math	Yes, IEP & Yes, EL	Missing data (9)	Missing data			
104	Fname92 Lname92 0000069504	Math	Yes, IEP & Yes, EL	Missing data (9)	Missing data			
105	Fname173 Lname173 0000069585	Reading	Yes, IEP & No, not EL	Missing data (3)	Missing data			
106	Fname304 Lname304 0000069716	Reading	Yes, IEP & No, not EL	Missing data (3)	Missing data			

NAEP Assessment Management System - <https://ams.westatstudies.com/>

# Task 5 – Provide Student Information due APM

## SD Details

Select all applicable IDEA categories, degree of disability, and grade-level performance.

IDEA Categories(select all that apply)

Specific learning disability

Intellectual disability

Hearing impairment/ deafness

Autism

Speech or language impairment

Emotional disturbance

Orthopedic impairment

Traumatic brain injury

Developmental delay (age 9 or younger)

Visual impairment/ blindness

Other health impairment (Specify)

Don't Know

Degree of disability

Profound/Severe

Moderate

Mild

Don't Know

Grade-level performance in reading

At or above grade level

One year below grade level

Two or more years below grade level

Not receiving instruction in this subject

Don't Know

IDEA Categories

Degree of disability

Grade-level performance

NAEP Assessment Management System - <https://ams.westatstudies.com/>

# Task 5 – Provide Student Information due APM

## EL Details

Select the student's primary language, years of academic instruction in English, grade-level performance and English proficiencies

Primary Language

Spanish

Other

Years of academic instruction in English

Not receiving instruction in English

Less than 1 year

1 to 2 years

2 to 3 years

More than 3 years

Don't Know

Grade-level performance in reading

At or above grade level

One year below grade level

Two or more years below grade level

Not receiving instruction in this subject

Don't Know

English proficiency in reading

No Proficiency

Beginning

Intermediate

Advanced

Don't Know

English proficiency in speaking

No Proficiency

Beginning

Intermediate

Advanced

Don't Know

English proficiency in writing

No Proficiency

Beginning

Intermediate

Advanced

Don't Know

English proficiency in listening

No Proficiency

Beginning

Intermediate

Advanced

Don't Know

Primary  
language

Years of academic  
instruction in English

Grade-level  
performance

English proficiency in reading,  
writing, speaking, and listening

NAEP Assessment Management System - <https://ams.westatstudies.com/>

# Task 5 – Provide Student Information due APM

Select how line 101 should be assessed on NAEP in Math assessment

With accommodations

Without accommodations

Do not test


Three reasons students can be excluded from taking NAEP:

- 1) Student participates in the Multi-State Alternate Assessment (MSAA)
- 2) OPI-approved medical exemption and
- 3) Parent opt-out

# 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

