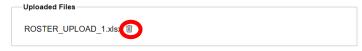
National Study of Special Education Spending: Data Upload Instructions

National Center for Education Evaluation and Regional Assists IES Institute of Education Sciences **Spending Study** Thank you for participating in the National Study of Special Education Spending (NSSES) Pilot Study STEP 1: Click or copy and paste your unique secure upload link into Please use this portal to securely upload requested document(s) for your district or school. For specific questions about document content, please reach out directly to the NSSES study team at NORC-NSSES@norc.org. your browser. You should have received this link via email from NORC-Any document(s) that you or someone from your district or school previously uploaded will listed on the next screen. To protect confidentiality, you will only be able to view the name uploaded files and not the data contained within any files. NSSES@norc.org. You will be taken to the following website. Select Although you may upload multiple files in one session, they can only be uploaded one at a time Before proceeding, we request that you have all the documents organized, properly abeled, and ready to be uploaded. "Click here to continue" to be taken to the upload page. Click here to continue > CONFIDENTIALITY STATEMENT You are about to enter a federal government confidential website. The content of this w confidential and intended for National Study of Special Education Spending purposes (Sensitive information entered on this secure website is protected. **Spending Study** To upload your file(s), click on the "Choose File," select the file you wish to upload, and click "Upload File." Zip files containing more than one file are acceptable. Note that uploading a new file with the same name will overwrite the previously uploaded file. STEP 2: At the upload page, click on "Choose File" and navigate to the Any file(s) you upload during this session will appear at the bottom of the screen along v file(s) you previously uploaded. file you wish to upload from your computer or mobile device. If you mistakenly uploaded a file, you may delete the incorrect file from the list by clicking on the "trash" icon to the right of the uploaded file name. Add Files Choose File No le chosen Choose File ROSTER_UPLOAD_1.xlsx STEP 3: Once your selected file appears on screen, click "Upload File" to begin the upload process. STEP 4: After the upload is complete, the file will appear under Choose File No file chosen "Uploaded Files" at the bottom of the screen. Please repeat steps 1-4 to upload additional files. ROSTER_UPLOAD_1.xlsx 🗓

TIPS:

- 1. You may upload multiple files or a zip file; however, they must be uploaded one at a time.
 - For Instructions for creating a ZIP file: On Windows: click here / On MacOS: click here
 - Depending on file size it may take a few minutes to upload.
 - To maintain confidentiality, you will not be able to download or view the files once uploaded.
 - Please note: Uploading a new file with the same name as a previously uploaded file will overwrite the
 previous file with the new one.
- 2. All files you upload during the session and previous sessions will be visible at the bottom of the screen.
 - If you need to delete any uploaded files you may do so by selecting the trash can icon by the file name.



- 3. When you are finished uploading all files please close the web page to end your session.
- 4. The team will review the data for completeness. We will reach out if we require any additional follow up.

If you have questions while preparing your data, please contact the research team at NORC-NSSES@norc.org or call our study toll-free number at 888-872-0626.