# National Study of Special Education Spending: Data Upload Instructions

**STEP 1:** Click or copy and paste your unique secure upload link into your browser. You should have received this link via email from NORC-NSSES@norc.org. You will be taken to the following website. Select "Click here to continue" to be taken to the upload page.



**STEP 2:** At the upload page, click on "Choose File" and navigate to the file you wish to upload from your computer or mobile device.



**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 "Uploaded Files" at the bottom of the screen. Please repeat steps 1-4 to upload additional files.



**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.