

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-NSSSES@norc.org. You will be taken to the following website. Select “Click here to continue” to be taken to the upload page.

IES Institute of Education Sciences National Center for Education Evaluation and Regional Assistance

Spending Study

WELCOME

Thank you for participating in the National Study of Special Education Spending (NSSES) Pilot Study!

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-NSSSES@norc.org.

Any document(s) that you or someone from your district or school previously uploaded will be listed on the next screen. To protect confidentiality, you will only be able to view the names of uploaded files and not the data contained within any files.

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 labeled, and ready to be uploaded.

[Click here to continue >](#)

CONFIDENTIALITY STATEMENT

You are about to enter a federal government confidential website. The content of this website is confidential and intended for National Study of Special Education Spending purposes only. Sensitive information entered on this secure website is protected.

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.

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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.

Any file(s) you upload during this session will appear at the bottom of the screen along with any file(s) you previously uploaded.

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 file chosen [Upload File](#)

Uploaded Files

No files have been uploaded

STEP 3: Once your selected file appears on screen, click “Upload File” to begin the upload process.

Add Files

[Choose File](#) | ROSTER_UPLOAD_1.xlsx [Upload File](#)

Uploaded Files

No files have been uploaded

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.

Add Files

[Choose File](#) | No file chosen [Upload File](#)

Uploaded Files

ROSTER_UPLOAD_1.xlsx

TIPS:

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

Uploaded Files

ROSTER_UPLOAD_1.xlsx

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