MGLS Student Roster Instructions

In order to select students who will be invited to participate in the Middle Grades Longitudinal Study of 2017-2018 (MGLS:2017), we need to collect a complete roster of all students in sixth grade. Below are instructions for preparing and uploading your student roster. The upload process is similar to attaching a file to an e-mail.

Website Upload Instructions
1. Go to https://surveys.nces.ed.gov/mgls
2. Enter the study ID and password provided in the cover letter.
3. If this is your first time entering your login credentials, you will be prompted to change your password to something that you can remember.
4. Click "Provide Your Student Roster."
5. Fill out the required contact information.
6. Prepare your document containing the requested information. You have two options for preparing a data file:
    a. Click on the link provided (Download Student Roster Template) to download an Excel spreadsheet or;
    b. Upload a pre-prepared file from your data system
7. If you used our excel file template, once you have filled in the requested data fields, please save this file to your desktop, or some other location on your computer.
8. If you have a file already prepared, please save your file to your desktop, or some other location on your computer.
9. Go back to the MGLS: 2017 website (https://surveys.nces.ed.gov/mgls) and click the "Upload" button.
10. Click the "Browse" button and navigate to the completed data file stored on your computer and select that file.
11. Click the "Upload" button. You will receive a message alerting you to the status of your upload.
12. Click the "Finalize" button to finalize the upload process.

Eligibility Requirements
List all students who are currently enrolled in grade 6.
    a. Ineligible students will be those who do not speak any English or are significantly disabled such that they do not participate in standard testing. We ask that they be included on the roster, but we will code them as ineligible.
    b. Parts of the assessment are available in Spanish, so some ELL students may be eligible to participate.
    c. Students with a disability status who are capable of taking standardized tests will participate. Accommodations (extra time, read-alouds, etc.) will be determined on a case-by-case basis after the sample is drawn.

Data Files Requested
Please note that just the student information can be submitted initially. Once the sample is drawn, you can submit the parent and teacher information for those sampled students.

Data Elements Requested (*denotes element required for sampling)

Student Information
- Student ID
- Student's first and last name*
- Grade*
- Date of birth (MM/DD/YY)*
- Sex (M/F)
- Race/ethnicity (see Excel template for details)*
- IEP status*

- Disability code (if applicable – see Excel template for details)*

Parent/Guardian Information (one parent/guardian associated with each student)
- Parent's first and last name
- Parent's mailing address (street, city, state, zip)
- Parent's email address
- Parent's phone number

Math/Special Teacher Information (associated with each student)
- Student's math teacher (first and last name)
- Student's math teacher's email address
- Student's math course name
- Student's math course section/period

- Student's special education teacher (first and last name)
- Student's special education teacher's email address

If you need assistance, please call the MGLS:2017 Help Desk at 1-855-500-1432.