**Guidelines for Submitting Student Data on**

**the NC SIP Online Database**

**Instructions for Submitting the Student Progress Data**

1. Log in to the NCSIP Database at <https://ncsip.knackhq.com/nc-sip-database>
2. Select “[Student Progress Data Form](https://ncsip.knack.com/nc-sip-database#student-progress-data-user-entry-forms/)”
3. Select the correct PSU Name for the drop-down menu
4. Enter either the NCSIP Coordinator or EC Director Name. PLEASE NOTE: THE NAME ENTERED HERE SHOULD BE OF THE PERSON WHO WILL BE CONTACTED WITH ANY QUESTIONS OR CONCERNS ABOUT THE DATA SUBMITTED.
5. Enter the corresponding email address for the name entered above.
6. Enter the Date of Submission. PLEASE NOTE: THE FORM WILL DEFAULT TO TODAY’S DATE. **ALL DATA IS DUE BY JUNE 30** each year.
7. Under “Student Data Reading Progress File Upload” use the “Choose File” button to upload your completed Student Data Progress Form
	1. The templates for the Student Data Progress Forms are available for Reading at <https://www.ncsip.org/copy-of-mft-participant-materials>
	2. PLEASE use the naming conventions for the files you upload:

**<PSU#\_PSU name>\_<Current School Year>\_<Student Data Form> (e.g.: 430\_Harnett\_2022 Student Data Form)**

1. REMINDER: NCSIP REQUESTS THAT EACH SITE COMPILES ALL OF ITS STUDENT PROGRESS DATA INTO ONE (1) MASTER SPREADSHEET FOR EACH TYPE OF DATA (I.E. GRADES 3-12 READING, DIBELS, ETC...) AND SUBMIT ONLY ONE MASTER SPREADSHEET FOR EACH TYPE OFDATA.

**PLEASE DO NOT HAVE MULTIPLE TEACHERS SUBMIT THEIR OWN INDIVIDUAL SPREADSHEETS.**