# Directions for submitting data from EarlyBird Education

How to Download the Required Data from the EarlyBird data system

1. If you are a district admin or school admin, you can see a ***download csv*** button in the school or district view in the dashboard.
2. When you click the button, a csv file with your district or school EarlyBird data will be downloaded.
   1. If you have multiple grades in EarlyBird, a zip file that includes a csv file for each grade will be downloaded.
3. **Delete student names and birthdates** if they are present in the file(s).
4. **Save** your file(s) with the name of the district and year in the filename. For example:    
   “ScreeningData\_NamePublicSchools\_Grade 1\_FY25”

More details are available at: <https://knowledgebase.earlybirdeducation.com/knowledge/downloading-district-and-school-csv-reports>.

If you have any trouble, please contact EarlyBird at [support@earlybirdeducation.com](mailto:support@earlybirdeducation.com).

**The following data points must be entered into the assessment platform for each student.** These data points will be required for your data to be considered complete.

* SASID
  + *You may also enter a local student ID number (LASID); however, SASIDs are required.*
* Grade level
* District name and/or district code where test was administered
* School name and/or 8-digit code where test was administered
* Testing window dates
* Test administration date

How to Submit the Data to DESE

1. Log in to the DESE Security Portal (<https://gateway.edu.state.ma.us/>).
2. Under Application List, select DropBox Central.
3. Inside DropBox Central, select the Literacy and Humanities Grants DropBox.
4. **Upload** the data file(s) to the Literacy and Humanities Grants Dropbox.

**If you are unable to access** the Literacy and Humanities Grants drop box, please reach out to your district [directory administrator](https://www.doe.mass.edu/infoservices/data/diradmin/list.aspx) and be sure they have added the role, **Literacy and Humanities Grants Drop Box User**, to your user profile.

If you need additional assistance uploading the file to the DropBox, please consult the user guide at <https://www.doe.mass.edu/infoservices/data/diradmin/dropboxcentral.html>