LITERACY CHAMPION DATA GUIDE

Reference & FAQ

K–3

Everything you need at your side while you prepare, check and upload your school's K–3 reading data.

Just Right Reader × New Mexico Public Education Department

Upload by Friday, October 23, 2026

1 **Dropdown values** Keep this page open

2 **The final check** Two minutes, before upload

3 **Eight common errors** Learn from other schools

4 **Questions** Asked and answered

5 **Glossary** Plain language

1 Every value the dropdowns accept

These are the only values the system understands. **Always choose from the dropdown in Excel rather than typing,** even if what you type looks identical.

COL F Assessment Type

SOURCE	CHOOSE THIS	THEN COLUMN G HOLDS	USE IT WHEN
	Teacher Placement	**Nothing** — leave blank	No assessment data, or any 3rd grade student. Fill in column H instead.
AMIRA	*AMIRA: Overall Score*	A number	Your AMIRA report's overall score.
	AMIRA: ARM Percentile Ranking	A number from 1 to 99	You report AMIRA by percentile rather than raw score.
DIBELS	*Dibels: Composite Score*	A number	The DIBELS composite, not a single subtest.
	Dibels: ORF Status	A status, typed as written	You report oral reading fluency as a benchmark status.
MAP Growth	*Map Growth: RIT Score*	A number, usually 120–230	The RIT scale score from MAP Growth Reading.
	Map Growth: Achievement Percentile	A number from 1 to 99	You report MAP by percentile rather than RIT.
i-Ready	*i-Ready: Overall Scale Score*	A number	The i-Ready overall reading scale score.
	i-Ready: Percentile Ranking	A number from 1 to 99	You report i-Ready by percentile rather than scale score.

COL H Placement

KINDERGARTEN, 1ST & 2ND GRADE

`Well Below Grade Level`	`Below Grade Level`	`At Grade Level`	`Above Grade Level`
Still building letter sounds and decoding simple words.	Needs support with most grade-level text.	Reads grade-level text comfortably.	Reads beyond grade level and is ready for more.

3RD GRADE ONLY

`Grade 3 Spark: Level 1`	`Grade 3 Spark: Level 2`	`Grade 3 Spark: Level 3`	`High Interest`
Still building core phonics.	Building on Level 1, still needs steady phonics suppor t.	Approaching grade-level decoding, but still needs phonics support.	Chapter books for third graders reading at or above grade level.

If the wording in your dropdown differs slightly from this table, **trust the dropdown**. It is the authoritative list, and the **Instructions tab in the template describes what each level covers.**

2 The final check

Open your `.upload.xlsx` file and walk down this list. Tick each one as you confirm it.

PRIVACY CHECKS

- ☐ **No first names and no last names anywhere**
  Scroll to thefarrightandtheverybottom.Thefirst column should be Student Identifier.
- ☐ **No district or state student ID numbers**
  Only Student 1-style identifiers belong in the first column.
- ☐ **The red banner row is gone**
  Columnheadingssitonrow1,first student on row 2.
- ☐ **Every row has a score or a placement, never both**
  If Assessment Type is Teacher Placement, the score cell is empty.

If any of these four fail, stop. Those are privacy problems, not formatting problems. Fix them before you upload anything.

FORMATTING CHECKS

- ☐ **Every 3rd grader has a Spark level or High Interest**
  And every third-grade row says Teacher Placement in Assessment Type.
- ☐ **Each teacher's name is spelled identically on all their rows**
  Watch for trailing spaces and inconsistent capitals.
- ☐ **One metric used throughout**
  You didn't mix RIT scores and percentiles within the same assessment.
- ☐ **Your Total Data file is saved somewhere permanent**
  And a second person at your school knows where to find it.
- ☐ **Grades read only K, 1, 2 or 3**
  No “Kinder”, no “1st”, no blanks.
- ☐ **No leftover identifier rows at the bottom**
  The data stops at your last real student.
- ☐ **Every K–3 student in the school is on the list**
  Including students who enrolled after testing and students who were absent.
- ☐ **The file is still an .xlsx**
  Not a CSV, not a PDF, not Numbers.

3 The eight things that go wrong

None of these are obvious errors. **Each one produces a file that looks fine and ships the wrong books.**

1 Names were cleared, not deleted

The cells look empty, but columns A and B are still there, so the portal reads two columns it doesn't recognise.

FIX Right-click the column letters and choose **Delete**.

2 Teacher name spelled three ways

MEAD, Mead and Ms. Mead become three teachers, so one classroom's books arrive in three partial boxes.

FIX Copy the first spelling down to all of that teacher's rows.

3 The district student ID got copied across

It's a number, it's unique, it feels like an identifier. It is also personally identifying data.

FIX Use only the Student 1 identifiers already in the template.

4 Blank identifier rows left at the bottom

The template's spare identifiers were never removed, so the system sees dozens of students with no grade and no level.

FIX Select those rows and delete them before saving the upload copy.

5 Identifiers were renumbered between uploads

A student left, the list got resorted, and everyone shifted up one. Now half the school is matched to someone else's reading level.

FIX Never renumber. Delete the row and leave the gap.

6 Third graders given a grade-level placement

A third grader marked At Grade Level instead of High Interest won't be matched to the right series.

FIX Third grade uses only the Spark levels or High Interest.

7 Two metrics mixed in one column

Half the students have a RIT score around 180, half have a percentile around 40. Different scales, so half the school gets mis-levelled.

FIX One metric per assessment, school-wide.

8 Only one file was saved

The names were stripped and the file saved over itself. The upload works, and then nobody can tell which pack belongs to which child.

FIX Always **Save As** twice.

4 Questions that come up

If yours isn't here, write to **data@justrightreader.com**. A real person answers.

STUDENT IDENTIFIERS & PRIVACY

Can I use our district's student ID instead of "Student 1"?

No. A district ID identifies a real child in systems outside your school, which makes it personally identifying data. The whole design depends on Just Right Reader receiving an identifier that means nothing to anyone but you.

What exactly counts as identifying information?

Names, initials, email addresses, birthdates, home addresses, phone numbers, photographs, state or district student ID numbers, lunch numbers, IEP numbers, and any free-text note that could single a child out. If you're unsure about a column, leave it out.

I accidentally uploaded a file with names. What now?

Email data@justrightreader.com straight away with your school name and roughly when you uploaded. Don't upload a corrected file first — tell us, and we'll handle the original before anything else happens to it.

Who at Just Right Reader can see my data?

The uploaded file contains no student names, so there is nothing to see. The team uses grade, teacher and reading level to assemble and label packs.

Where should I keep the Total Data file?

Wherever your school already keeps student records. Not a personal laptop, not a personal cloud account, not an email attachment. Make sure one other person at the school knows where it is.

ASSESSMENTS & SCORES

My school uses an assessment that isn't in the dropdown.

Don't pick the closest-looking option and don't type your own. Either mark those students Teacher Placement, or write to us with the name of your assessment before you submit.

A student has scores from two different assessments.

Use one. Choose whichever assessment your school uses most widely so your file stays consistent.

Do I need both a score and a placement?

No, and you shouldn't have both. One or the other.

The student was absent for testing.

Treat them as a path B student: Teacher Placement, blank score, and a placement chosen by their teacher. Don't guess a number and don't leave the row empty.

Should I enter a percentile with a % sign?

No. Just the number, like 42. No percent sign, no text, no ranges.

What if the score is a decimal?

Enter it exactly as your report shows it, decimal included.

Do 3rd graders need assessment scores?

No. Every third grader gets a teacher placement, even if you have scores for them.

STUDENTS & ROSTERS

A new student enrolled after I uploaded.

Add them to your Total Data file with the next unused identifier never one that has already belonged to another child. Then make a fresh upload copy and submit it.

A student withdrew. Do I renumber everyone?

No. Delete that student's row and leave the gap in the numbering. A gap is harmless. Renumbering shifts every student after them onto someone else's reading level.

Do I include students in special education or receiving English language support?

Yes. Every K-3 student in the school. Use whichever measure best reflects where they're reading right now.

A student changed classrooms mid-year.

One row per student, listing the teacher they're with now. That's the teacher whose box their pack will arrive in.

We have more students than the template has identifiers.

Keep going in the same pattern in column C- Student 78, Student 79-with no gaps and no duplicates.

Do I include PreK?

This template covers Kindergarten through 3rd grade. If your site also serves Prek, write to us before adding them.

THE SPREADSHEET ITSELF

Can I use Google Sheets or Numbers instead of Excel?

Excel is what the template is built for, and the dropdowns are most reliable there. If you have no other option, import it into Google Sheets, but download it back out as .xlsx before uploading and check every dropdown column carefully first.

The dropdown won't let me type my own value.

That's the template protecting your data. Those columns only accept the approved values, because a typo would break the match.

Can I add my own columns or rename the headings?

No. The portal reads the columns by their headings in a fixed order. Extra columns, renamed headings or reordered columns will cause the upload to fail.

Can I sort the rows?

Only if you sort whole rows together, so each student's name, identifier and score move as one. Sorting a single column on its own is the fastest way to scramble your data. Nothing requires sorting.

Should I delete the Options and Instructions tabs?

No. Leave the file exactly as it came apart from the two changes in step 8.

Can I upload a CSV?

tick with .xlsx. Saving as CSV strips the dropdown validation and can mangle values like K.

UPLOADING & WHAT FOLLOWS

Can I do this across several sittings?

Yes. Save your work and come back. Nothing is submitted until you upload.

Can I combine several schools into one file?

No. One school, one file, one upload link. Each school's link is how we know which building the books are going to.

My upload link doesn't work.

Check you're using the link from your own email rather than one forwarded from a colleague. If it still fails, email us with your school name and we'll issue a new one.

I uploaded and then found a mistake.

Fix it in your Total Data file, build a fresh upload copy, and upload again. Tell us in the same breath so we know which version to use.

How will teachers know which pack goes to which student?

From your Total Data file. Boxes are labelled by teacher and grade; the packs inside are addressed by student identifier. You give each teacher the identifier-to-name list for their class.

What's the QR code on the box?

Every box has a unique code. Scanning it before you open the box tells us the shipment arrived at the right place. Scan first, unpack second.

Do I have to do this again next year?

You'll refresh the data as reading levels change and as students join. Keep using the same identifiers for returning students so nobody receives a repeat title.

When is this due?

Your submission deadline is Friday, October 23, 2026. If you can't make it, tell us early rather than sending an incomplete file.

5 Words used in this guide

Literacy Champion
The person at each school who prepares and submits the reading data. That's you.

Student Identifier
An anonymous label like Student 14, assigned by you and kept for the whole year. It replaces the student's name everywhere outside your school.

Total Data file
Your school's private copy with real names in it. Never uploaded, never shared, and essential for handing out the packs.

Upload file
The anonymized copy that goes to the portal. Names removed, banner row removed.

Teacher Placement
A reading starting point chosen by the classroom teacher instead of an assessment score. Used when data doesn't exist, and for all of 3rd grade.

Spark
The third-grade series for students who still need explicit phonics support, in three levels.

High Interest
Third-grade chapter books for students reading at or above grade level.

Take-Everywhere Pack
The set of decodable books each student receives, matched to their level and addressed by identifier.

Stuck? Ask before you guess.

There is no question too small. A two-minute email is always cheaper than a mis-shipped box.

data@justrightreader.com

Include your school name in every email.

Sending a screenshot? Cover the student names first — never email a file that contains them.