

Dear District Superintendent,

Thank you for your continued commitment to the Kindergarten Individual Development Survey (KIDS).

**PLEASE NOTE:**

- Beginning in the 2021-22 school year, **state law requires annual assessment of all students entering public school kindergarten.**
- **KIDS Student Exemption Reason Codes are now REQUIRED for each kindergarten student enrolled but missing from the data set.**

**KIDS STUDENT EXEMPTION REASON CODE SUBMISSION GUIDELINES**

ISBE has established specific **KIDS Student Exemption Reason Codes** (*see attached KIDS Student Exemption Reason Codes Matrix*) to ensure that the final KIDS report most accurately reflects children's developmental abilities upon entry to kindergarten.

As with any statewide student assessment, there are specific cases in which:

- 1) Teachers were unable to rate a student on one or more of the 14 state-required measures.
- 2) Teachers were unable to observe a student to appropriately determine development and rating(s).
- 3) Students did not or could not participate in KIDS at all, based on individual circumstances.

**KIDS Student Exemption Reason Codes must be submitted for each student in the situations listed above.** Use of the KIDS Student Exemption Reason Codes may affect district participation rates (positively or negatively), depending on the reason for non-completion.

The guidance below outlines **appropriate use of KIDS Student Exemption Reason Codes**. A matrix of the KIDS Student Exemption Reason Codes is attached with this letter, along with a KIDS Student Exemption Reason Codes Template Spreadsheet, and a list of appropriate, specific backup documentation **REQUIRED** for each KIDS Student Exemption submitted.

- Students without a scaled score (missing one or more of the required 14 measures) will not be included in the State Reports and may affect district participation rates, depending on the reason/code selected.
  - Exemption Reason Codes for students unrated on one or more of the 14 state-required measures will result in the student having no scaled score on the KIDS assessment.
  - Students without any ratings entered (including Unable to Rate) will result in the student having no scaled score on the KIDS assessment.
- KIDS Student Exemption Reason Codes must be used when kindergarten student circumstances prevent a teacher from being able to observe and gather evidence on ANY of the 14 measures.
- Use of a KIDS Student Exemption Reason Code may remove the student from the district's overall participation rates, depending on the reason/code selected.
- Use of KIDS Student Exemption Reason Codes is REQUIRED for districts, since state law now mandates use of KIDS.
- Districts must follow the process below.

### **KIDS Student Exemption Reason Code Process (Fall 2021)**

- 1) Individual teacher(s) or schools/sites add the following information using the **KIDS Student Exemption Reason Codes Template Spreadsheet** (Attached - other forms of documentation will not be accepted.):
  - a. School District Name
  - b. School/Site Name
  - c. RCDTS Code
  - d. Student ID
  - e. KIDS Student Exemption Reason Code for each student
  - f. Explanation/Notes (as necessary)
  - g. Provide valid, specific, and appropriate backup documentation for EACH KIDS Student Exemption
- 2) District representatives gather and compile all teacher spreadsheets and review for accuracy, as well as use of **KIDS Student Exemption Reason Codes Template Spreadsheet**. (Attached - other forms of documentation will not be accepted.)
- 3) District review and confirmation of valid, specific, and appropriate exemption reason codes. Backup documentation for student exemptions must be included with Exemption spreadsheet submission.
- 4) District representatives submit compiled spreadsheets to [kids@isbe.net](mailto:kids@isbe.net).
- 5) Spreadsheets **must be received no later than close of business Friday, March 4, 2022**.
- 6) ISBE will compare submitted exemptions with current attendance records to ensure reporting accuracy.

As a reminder, statute now REQUIRES use of KIDS Student Exemption Reason Codes for each KIDS Student Exemption submitted. Please contact Terri Lamb at [kids@isbe.net](mailto:kids@isbe.net) with questions regarding the KIDS Student Exemption Reason Codes and process for fall 2021.

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