

Dear District Superintendent,

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

PLEASE NOTE:

- Illinois School Code (105 ILCS 5/2-3.64a-10) was updated prior to school year 2021-22 to include a kindergarten assessment that uses KIDS. This assessment is to be administered annually to all public school students entering kindergarten.
- KIDS Student Exemption Reason Codes are now required for each enrolled kindergarten student who could not be rated or for whom ratings could not be entered.

KIDS STUDENT EXEMPTION REASON CODE SUBMISSION GUIDELINES

ISBE has established specific KIDS Student Exemption Reason Codes 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 such 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 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 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 spelled out on the next page.

KIDS Student Exemption Reason Code Process (Fall 2022)

- 1) Individual teacher(s) or schools/sites provide the following information using the KIDS Student Exemption Reason Codes Template Spreadsheet, which is 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. 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 ensure that KIDS Student Exemption Reason Codes Template Spreadsheet has been used.
- 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 assessment@isbe.net.
- 5) Spreadsheets must be received **no later than close of business Friday, February 17, 2023**.
- 6) ISBE will compare submitted exemptions with current attendance records to ensure reporting accuracy.

As a reminder, Illinois School Code requires kindergarten students to be assessed; those who are not assessed must be assigned a KIDS Student Exemption Reason Code. Please contact the Assessment Department, at 217-782-4823 if you have questions regarding the KIDS Student Exemption Reason Codes and process for the KIDS data gathered in fall 2022.

Assessment Department
KIDS Survey
100 North First Street
Springfield, IL 62777