

Dear District Administrator,

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

PLEASE NOTE:

- **State law requires annual assessment of all students entering public school kindergarten.**
- **KIDS Student Exemption Reason Codes are 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** 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 that is 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.
- Districts are **REQUIRED** to use KIDS Student Exemption Reason Codes, since state law now mandates use of KIDS.
- Districts must follow the process specified on the next page.

KIDS Student Exemption Reason Code Process (Fall 2023)

- 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 when the Exemption spreadsheet is submitted.
- 4) District representatives submit compiled spreadsheets to kids@isbe.net.
- 5) Spreadsheets **must be received no later than close of business January 8, 2024**.
- 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 Kristy Camburn kids@isbe.net with questions regarding the KIDS Student Exemption Reason Codes and process for fall 2023.

Sincerely,
Assessment Department
KIDS
Illinois State Board of Education
100 N. First Street, E-315
Springfield, IL 62777
(217) 782-4823