



KIDS: Monthly Implementation Plan

This document provides school districts with general guidance for a month-by-month KIDS Implementation Plan. District, school and building administrators, curriculum and assessment coordinators, IT directors and classroom teachers may find this planning guide helpful when laying out a timeline of necessary tasks to assist in ensuring the smooth implementation of the Kindergarten Individual Development Survey (KIDS).

JULY

- ✓ **Make sure all Kindergarten teachers, including Special Education teachers with Kindergarten students, have attended a KIDS Training.**
 - Teachers are REQUIRED to attend official KIDS training to obtain a KIDStech account and login, which is necessary to enter ratings during the rating period windows.
 - The list of available trainings and link to register is available at www.isbe.net/KIDS.
- ✓ **Identify the district personnel responsible for SIS data and uploads.**
 - Establish timeline for uploading Fall Kindergarten student information from SIS into KIDStech. The steps to this process can be accessed at: https://www.isbe.net/Documents_KIDSWebsiteResources/KIDSTech_Account_Instructions.pdf
- ✓ **Determine your district's 3 rating periods (40th, 105th, 170th day of district attendance) and add to district assessment calendar.**
 - Add dates to district assessment calendar.
- ✓ **Contact your regional KIDS Coach for the latest information!**
<https://www.isbe.net/Pages/KIDS-Coach-Map.aspx>

AUGUST

- ✓ **Enter Kindergarten student information into SIS and assign course codes.**
- ✓ **Check that any newly-hired Kindergarten teachers, or those transferred to Kindergarten late in the summer have attended the mandatory Day 1 KIDS Implementation training.**
- ✓ **Not sure who your KIDS Coach is or how they can assist you??** Go to <https://www.isbe.net/Pages/KIDS-Coach-Map.aspx> to find out!
 - Schedule professional learning opportunities for SIP or institute days with your KIDS Coach.
 - See the menu of professional learning opportunities at <https://www.isbe.net/Documents/Learning-Opp-KIDS-Coaches.pdf>
- ✓ **Schedule regular meetings with your Kindergarten team(s) to:**
 - Discuss & review 14 state-required KIDS Measures, strategies for the collection of documentation and evidence, and any additional concerns or issues.
 - Determine which rating period(s) and measures will be completed for your district (beyond the fall 14 State Required Measures)
- ✓ **Kindergarten teachers begin collecting KIDS evidence for fall rating period.**

SEPTEMBER

- ✓ **Continue Kindergarten team meetings** to discuss evidence collection progress and to share ideas, tips, and concerns.
 - Speak with specials teachers about KIDS Measures that they may be able to assist in documenting for in their classrooms.
- ✓ **Make sure all students are correctly assigned** in SIS, including course and teacher assignment.
- ✓ **Generate and transmit file in KIDS through SIS**
https://www.isbe.net/Documents_KIDSWebsiteResources/KIDSTech_Account_Instructions.pdf



OCTOBER

- ✓ **Continue Kindergarten team meetings/updates**
 - Make sure all teachers are on track, in terms of finalizing evidence collection and organizing evidence to determine ratings.
 - Discuss Inter-rater reliability among all Kindergarten teachers (and administrators, if possible).
- ✓ **Enter ratings for all students into KIDStech** by the last day of your district's 14-day rating period window.
 - If you are unsure of your 14-day rating period window, please contact kids@isbe.net or mescapa@roe51.org
Locking ratings is only necessary if you would like to access and print reports right away

Watch for announcements about the Annual KIDS Summit!

NOVEMBER

- ✓ **Fall rating period for KIDStech closed by vendor** to all data entry by teachers, administrators, etc.
 - Watch for specific date of system closure
- ✓ **Teachers & Admin can access** individual student and class reports for the fall rating period.
 - Analyze fall data reports to determine student and class strengths and areas of support.
- ✓ **Set goals for individual students** for each measure rated.
- ✓ **Begin evidence collection for Winter** rating period (for districts/teachers that have opted to do so).

DECEMBER

- ✓ **Annual KIDS Summit**
- ✓ **Contact your regional KIDS Coach!**
 - Schedule professional learning planning for the Spring semester.
- ✓ **Continue evidence collection for Winter** rating period.

JANUARY & FEBRUARY

- ✓ **Continue evidence collection for Winter** rating period.
- ✓ **Generate and transmit file in KIDS** through SIS to update kindergarten student class and list for teachers.
- ✓ **Enter ratings into KIDStech** for all students by the last day of the 14-day **winter rating period**.
- ✓ **Teachers & Admin can access** individual student and class reports for the winter rating period.
 - Analyze winter data reports to determine student and class growth from the fall to winter rating periods.
 - Set or revise individual student and classroom goals for the end of the year.
- ✓ **Begin evidence collection for spring** rating period.

MARCH & APRIL

- ✓ **Continue evidence collection for Spring** rating period.
- ✓ **Begin planning for professional learning** opportunities for the summer and Fall for next school year.
- ✓ **Generate and transmit file in KIDS through SIS to update class list for teachers.**

MAY & JUNE

- ✓ **Enter ratings into KIDStech for all students by the last day of the 14-day Spring** rating period.
- ✓ **Teachers & Admin can access** individual student and class reports for the all three rating periods.
 - Analyze student growth and development over the year.



**Illinois
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District administrators and teachers are encouraged to contact their regional KIDS Coach for questions and support. Administrators may request assistance with the SIS and KIDStech uploads, plan a workshop for a school improvement plan (SIP) day, seek coaching support for professional learning community (PLC) times, or simply reach out for answers to specific questions along the way. Teachers are encouraged to contact their KIDS coach for individualized support, including ideas on collecting evidence for KIDS measures, to clarify language on the KIDS instrument, for inter-rater reliability activities, to request a facilitated book study or team meeting. A full menu of professional learning opportunities is available at <https://www.isbe.net/Documents/Learning-Opp-KIDS-Coaches.pdf>. In addition to customized, personal coaching support for individual districts, the KIDS Coaching team holds networking events in various locations across the state throughout the year. These events provide opportunities for Kindergarten teachers and administrators to collaborate with and gather insight from other district personnel, while deepening their knowledge of KIDS, understanding of developmentally appropriate practice, skill level in observational assessment, and more. You can learn about these networking opportunities through our KIDS Newsletters and regular emails sent by KIDS Coaches.