KIDS: Monthly Implementation Plan

District, school, and building administrators; curriculum and assessment coordinators; IT directors; and classroom teachers may find this planning guide helpful when preparing for the **required fall implementation of the Kindergarten Individual Development Survey (KIDS)**. These same steps can be repeated for districts that have chosen to collect KIDS data multiple times through the year.

Remember: KIDS is now in state statute, so KIDStech access is *VERY LIMITED* and is granted to individuals with one of the few designated, licensed position codes in the Employment Information System (EIS).

JULY

- ✓ **Confirm that all kindergarten administrators and teachers, including special education teachers with kindergarten students and long-term substitutes, have attended the KIDS Required Implementation Training.**
  - Administrators and teachers are REQUIRED to attend KIDS training to gain access to KIDStech.
  - Visit the KIDS Calendar of Professional Learning Opportunities to register for the required training or other KIDS-specific professional development opportunities.
- ✓ **Teachers and administrators who have already completed the required KIDS training must verify that the training dates are listed on their accounts in the Educator Licensure Information System (ELIS)**. For more information, view the step-by-step guide on how to verify KIDS training in ELIS 📄.
- ✓ **Identify the district personnel responsible for Student Information System (SIS) data and uploads.**
  - Establish a timeline for uploading fall kindergarten student information from SIS into KIDStech. Find the steps to this process at KIDStech Account Instructions 📄.
- ✓ **Determine your district's three rating periods** (40th, 105th, 170th day of district attendance) and add dates to your district assessment calendar.

AUGUST

- ✓ **Enter kindergarten student information into SIS and assign course codes.**
- ✓ **KIDStech access will be denied until a district enters the required personnel information in EIS for the current school year. See https://www.isbe.net/eis.**
  - **Schedule this task EARLY for kindergarten administrators and teachers, if not typically done within the first month of school.**
  - **Double-check that staff email addresses in EIS are up to date, especially if there has been a recent name change.**
- ✓ **Check that any newly hired kindergarten administrators, teachers, or educators recently transferred to kindergarten** have completed the KIDS Required Implementation Training.
  - Visit the KIDS Calendar of Professional Learning Opportunities to register for the required training or other KIDS-specific professional development opportunities.
- ✓ **Schedule regular kindergarten team meetings**.
  - Discuss and review the 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 in your district (beyond the 14 state-required measures).
- ✓ **Find prepared materials and resources on the KIDS webpages to make observation and evidence collection easier at** https://www.isbe.net/Pages/KIDS-Materials.aspx.
- ✓ **Kindergarten teachers begin collecting KIDS evidence** for fall rating period.

SEPTEMBER

- ✓ **Continue kindergarten team meetings** to discuss progress pertaining to collection of evidence and to share ideas, tips, and concerns.
  - Speak with special ed teachers about KIDS Measures they can assist in documenting for students 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**. See KIDStech Account Instructions 📄.
  - Have kindergarten teachers verify that they can access KIDStech.
  - Have kindergarten teachers verify that their class rosters are accurate.
  - Make any corrections by updating information in SIS and regenerating and retransmitting the file.
- ✓ **Please contact** kids@isbe.net if you have questions.

OCTOBER

- ✓ **Continue kindergarten team meetings/updates**
  - Make sure all teachers are on track to finalize observations and evidence collection, and to organize 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.

NOVEMBER

- ✓ **Confirm that all kindergarten teachers have completed observation and evidence collection AND entered ratings for ALL their students on the 14 state-required measures.**
  - o Have teachers confirm that all ratings have been entered, that there are no data entry errors, and that they have not unintentionally left a measure blank.
- ✓ **Fall rating period for KIDStech is hard-closed by vendor**. No further changes can be made to data entry by ISBE, teachers, administrators, etc.
  - Watch for specific date of system closure.
- ✓ **TEACHERS: Begin gathering information for KIDS Student Exemption purposes.**
  - o A Kids Student Exemption is REQUIRED for each student not fully rated (missing one or more ratings) or not rated at all on the 14 state-required measures.
  - o Marking "Unable to Rate" on even one of the 14 state-required measures REQUIRES submission of a KIDS Student Exemption for that student.
- ✓ **Teachers and administrators can immediately access** class reports (no psychometrics) for the fall rating period directly from KIDStech: Accessing Reports in KIDStech (Tutorial) Meeting Recording in "Tips & Reminders" at the end of this document.
  - Analyze fall reports to determine potential class strengths and areas of support.

DECEMBER

- ✓ **Submit a KIDS Student Exemption for each student not fully rated (missing one or more ratings) or not rated at all on the 14 state-required measures.**
  - Watch for specific date, official forms, and instructions.

JANUARY and FEBRUARY

- ✓ **Teachers and administrators can immediately access** class reports (no psychometrics) for the fall rating period directly from KIDStech: Accessing Reports in KIDStech (Tutorial) Meeting Recording in "Tips & Reminders" at the end of this document.
  - Analyze fall reports to determine potential class strengths and areas of support.

MARCH and APRIL

- ✓ **Begin planning for professional learning** opportunities for the summer and fall for next school year.

MAY and JUNE

- ✓ **Continue planning for professional learning** opportunities for the summer and fall for next school year.
  - District results and narrative report are typically released publicly.

Tips & Reminders for KIDS Observational Survey Implementation

✓ **KIDS IS MEANT TO GAUGE THE SKILLS AND BEHAVIORS OF CHILDREN WHEN THEY FIRST ENTER KINDERGARTEN.**
- Required fall observation and data entry windows are set individually, based on district attendance calendars.
- Students should be rated on the skills they demonstrate throughout the normal course of the day.
- "Unable to Rate" should NOT be used if the teacher has not yet reached that part of the in-class curriculum. Rate students based on where they are NOW.

✓ **KIDS IS OBSERVATION-BASED.**
- KIDS is **NOT** a pull-out or paper-and-pencil test.
- Teachers have a **full 40 days** to observe students and gather evidence in key areas of development.
- It is highly unlikely that a student "Refuses to Participate" for a full 40 days.

✓ **TAKE YOUR TIME AND USE THE FULL 40 DAYS TO OBSERVE, COLLECT WORK SAMPLES, AND DOCUMENT EVIDENCE.**
- Allow your students enough time to demonstrate what they know and what they can do.
- Use the materials and resources created to make data collection easier. See https://www.isbe.net/Pages/KIDS-Materials.aspx.

✓ **INFORMATION AND STUDENT WORK GATHERED FOR THE PURPOSES OF REPORT CARDS CAN BE USED TO DETERMINE STUDENT DEVELOPMENTAL RATINGS FOR THE PURPOSES OF KIDS.**
- The same standards, the same information … two purposes.
- Parents, other teachers, and school staff can support kindergarten teaches with collecting evidence of student conversations, behaviors, and skills demonstrated outside the classroom. That additional evidence can be added to the teacher observations for a richer picture of student development.
- Take advantage of our resources for families and caregivers. The resources include a series of 14 joyful and engaging two-minute videos that features *real families* and gives *concrete examples* of how caregivers can support their young children as they develop social-emotional, math, and literacy skills -- through play, talk, and meaningful interactions with the caring adults in their lives. See At-Home Activities for Families & Caregivers.

✓ **AN IEP IS NOT AN AUTOMATIC EXEMPTION FROM KIDS, BECAUSE KIDS IS AN OBSERVATIONAL TOOL.**
- o An Individualized Education Program (IEP) *MUST INDICATE* the student is specifically exempted from KIDS.
- o IEP Exemptions for the KIDS assessment are intended for students with the most significant cognitive disabilities.
- o These students have functioning in all developmental areas, typically associated with functioning levels below 24 months of age.

✓ **ONCE RATINGS ARE ENTERED AND LOCKED IN, TEACHERS AND ADMINISTRATORS CAN IMMEDIATELY ACCESS CLASS, SCHOOL, AND DISTRICT REPORTS (NO PSYCHOMETRICS) FOR THE RATING PERIOD DIRECTLY FROM KIDStech.**
- o Accessing Reports in KIDStech (Tutorial) Meeting Recording .
- o Reports can assist in identifying potential strengths and areas of support for a class, school, or district.