

Dear District Superintendent,

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

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 subsequent guidance 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 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 outlined on the next page.

KIDS Student Exemption Reason Code Process (Fall 2024)

- 1) Individual teacher(s) or schools/sites add information using the KIDS Student Exemption Reason Codes Template Spreadsheet.
- 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.
- 3) District review and confirmation of valid, specific, and appropriate exemption reason codes. Backup documentation for student exemptions should be included when the exemption spreadsheet is submitted.
- 4) District representatives must submit the spreadsheet via the [Send ISBE A File](#) with the subject line, District Name Fall 24 KIDS Exemption, ISBE eMAIL name: Laura Quimby.
- 5) Spreadsheets must be received **no later than close of business Monday, January 20, 2025.**

As a reminder, Illinois School Code requires students in kindergarten to be assessed; a KIDS Student Exemption Reason Code must be submitted for each student who is not assessed. Please contact the Assessment Department at 866-317-6034 or assessment@isbe.net with questions regarding KIDS Student Exemption Reason Codes and the process for the KIDS data that is being gathered in fall 2024.

Assessment Department
KIDS Survey
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