



Kindergarten Individual Development Survey
Every Illinois Child Ready for Kindergarten



Hello KIDS Districts –

Below you will find the steps necessary to successfully set up your district KIDStech© account.

Step 1:

Create a special district email account that reads `kidstech@your school district`. This would mean the following district login emails would be:

`kidstech@winnebagoschools.org`
`kidstech@estl189.com`
`kidstech@d57.org`

Winnebago CUSD 323
East St Louis SD 189
Mount Prospect SD 57

Districts will need to set up the KIDStech email address and decide who will access the email account. We will use the name provided in the superintendent column of the excel sheet (Step 2) as the person who will receive communication regarding the access for the district login. The person listed as the superintendent will have access to district level data and reports, while administrators will have access to school level data and reports.

Step 2:

Complete the attached excel sheet and return it to Michelle Escapa the Illinois KIDS Training and Coaching Coordinator. A completed excel sheet is required to create the account. Please review the instructions on the instructions tab, then locate the district tab and ensure all the information is correct and completely filled in.

When complete, please return the excel spreadsheet to Michelle Escapa a mescapa@roe51.org. For assistance, call Michelle at 217-801-6566.

Complete steps 3-9 for the SIS portion of the process.

Step 3:

Enroll all kindergarten students in SIS.

Step 5:

Upload to SIS.

Step 4:

Create teacher & student course assignments in SIS.

Step 6:

While in SIS click on Assessment Pre ID on the left side of your screen.

Illinois State Board of Education
Early Childhood Division
100 N. 1st Street
Springfield, IL 62777
(217) 524-4835



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Step 7:

A drop down of assessment will appear.
Click on KIDS.

Step 9:

If the report is correct transmit the file.

Step 8:

Generate a report. Open the report and
verify the teachers and students.

Once the above steps have been completed teachers will receive an email with their KIDStech temporary password. This will allow teachers to enter ratings when their data entry window opens.

The teachers' KIDStech accounts from SY12/13, SY13/14, SY14/15, SY15/16, SY16/17 and SY 17/18 will remain active for this year, and their usernames and passwords will remain the same. KIDStech accounts for kindergarten classroom teachers that attended training this summer will be created from the KIDS training registration.

Teachers who trained this summer will receive their KIDStech username and password once the steps in SIS are complete.

In order to finalize **ALL** of the kindergarten teachers' KIDStech accounts, the steps in SIS will need to be completed for the 18/19 school year.

You will receive notification when the KIDStech system will be open for your district.

If you have any further questions please contact Michelle Escapa at 217-801-6566.

Thank you,

Michelle Escapa

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