



Hello KIDS Districts –

Below you will find the necessary information to successfully get your Kindergarten students enrolled in SIS and uploaded to KIDStech. This process must be completed within the first 30 days of school in order for teachers to enter ratings on their students.

Complete steps 1-8 for the SIS portion of the process:

- 1. Prior to submission of class roster in SIS the teacher needs to sign in to KIDStech.**
- 2. Using the ISBE Student Information System (SIS), enroll all kindergarten students in SIS.**
- 3. Create teacher & student course assignments in SIS.**
- 4. Upload to SIS.**
- 5. While in SIS click on Assessment Pre ID on the left side of your screen.**
- 6. A drop down of assessment will appear. Click on KIDS.**
- 7. Generate a report. Open the report and verify the teachers and students.**
- 8. If the report is correct, transmit the file.**

Once the above steps have been completed, teachers who have completed the required KIDS Implementation training will be able to enter ratings on their students when the district's data entry window opens. **Please note, it takes 24-48 hours for the students to populate in KIDStech after the file has been transmitted.**

In order to finalize **ALL** kindergarten teachers' KIDStech accounts, the steps in SIS must be completed **EVERY** school year. If your district is entering ratings for the Winter and Spring rating periods the above steps need to be completed prior to each data entry rating window.

If you have any further questions please contact the Assessment Department by phone 866-317-6034 or email KIDS@isbe.net.