ProgressBook
StudentInformation

Creating Preident Files for KRA Assessments

Change Log

Date	Section Number/Name	Change Description
8/9/18		Updated for FY19

Table of Contents

The KRA Pre-identification export process for Ready for Kindergarten Online is performed whenever there is a need to create Pre-identification labels to submit to the testing company prior to a test administration.

Before beginning the process of creating the files, KG students must be scheduled into classes. There must also be a finalized Schedule Result set designated on DASL Options.

The KRA Pre-Ident will include the following students in the file:
- Any student in Kindergarten who is actively enrolled and is attending the district AND
- Student is enrolled in at least one class with one of the following EMIS Subject Codes:
  - o 050102 – Reading K-3
  - o 050152 – Integrated Language Arts K-3

A student's admission history records are checked to determine whether he is actively enrolled in the district or not. Ex. If a district has students that are enrolled on the first day of school 8/23/18, but the KRA pre-id is being run on 8/10/18, those students will not be included.

Teacher information identifying the student's teacher for reading/language arts is included. Because of this request, it is necessary to add the Staff Credential IDs and the teacher email addresses into the StudentInformation Staff records for inclusion on the records. It is important that schools make sure that student schedules are up to date when they create the file so the results will be returned to the correct teacher once the vendor sends the test results back to the districts.

For the Teacher export and Enrollment Export, the EMIS Subject Code for the courses a student is enrolled in are based on the value in the EMIS Subject Code field on the Course Section – EMIS Override tab, if defined; otherwise, the records are based on the value in the EMIS Subject Code field on the Course – EMIS tab.

The following checklist will provide you with instructions on how to complete the process of creating the Pre-Identification file for the KRA test.
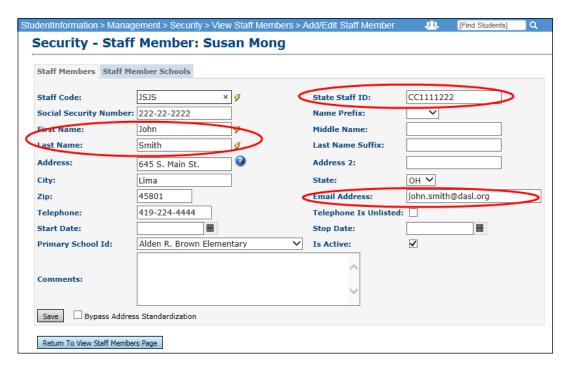
☐ **Task 1. Run the report 'Students With no SSID' to verify that all students have an SSID.**

StudentInformation > SIS > School > Student Reports > Student With No SSID (SSID)

All students to be included on the Preident file must have an SSID. Students without an SSID will display in a list at the bottom of the Pre-Identification Export page and give the user the option to continue (excluded the students in this list from the export) or cancel. The user can also click on the student name link and have a window pop-up with the Student Profile Edit screen to update the SSID.

☐ **Task 2. Verify all kindergarten teachers have an email address and a Credential ID (State Staff ID) on their staff record**

StudentInformation > Management > Security > View Staff Members > Add/Edit Staff Member   [Find Students]

Security - Staff Member: Susan Mong

| Staff Members | Staff Member Schools |

Staff Code:	JSJS	**State Staff ID:**	CC1111222
Social Security Number:	222-22-2222	**Name Prefix:**	
First Name:	John	**Middle Name:**	
Last Name:	Smith	**Last Name Suffix:**	
Address:	645 S. Main St.	**Address 2:**	
City:	Lima	**State:**	OH
Zip:	45801	**Email Address:**	john.smith@dasl.org
Telephone:	419-224-4444	**Telephone Is Unlisted:**	☐
Start Date:		**Stop Date:**	
Primary School Id:	Alden R. Brown Elementary	**Is Active:**	☑
Comments:			

[Save] ☐ Bypass Address Standardization

[Return To View Staff Members Page]

The **Teacher** and **Enrollment** exports include the following fields from the Teacher Staff Record:

- Teacher First Name
- Teacher Last Name
- Teacher Email Address (Teacher export only)
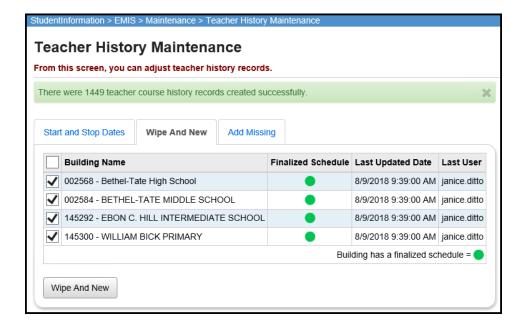- Credential ID (State Staff ID)

Teacher Email Address: Best practice is for teachers to use their school email address rather than a personal email address.

☐ **Task 3. Sync Teacher History Records**

The Teacher History Maintenance page allows you to mass update the Teacher History tab for all course sections.

Wipe and New – Deletes all Teacher History tab records and recreates the Teacher History tab information based on the selections in the Meeting Times tab of the course section.
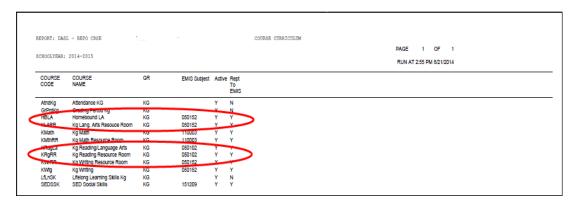
- Run the Wipe and New before running the pre-ident. The pre-ident process is dependent upon the Teacher History records.
- Should be run once the schedule is finalized for all buildings either with the district or building in context
- Can be run multiple times, but manual updates will be overwritten

☐ **Task 4. Verify the EMIS Subject Code for the Kindergarten Reading and Language Arts courses.**

Run the Course Curriculum (CRSE) report to verify that the kindergarten reading and language arts courses have the correct EMIS subject codes assigned.

StudentInformation > SIS > Scheduling > Scheduling Reports > Course Curriculum (CRSE)

The Teacher export will include teachers with students assigned to one of the courses with the following EMIS subject code:

- Reading K-3, EMIS Subject Code 050102
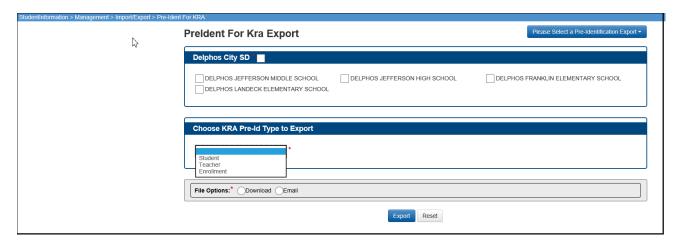- Integrated English Language Arts K-3, EMIS Subject Code 050152

The Enrollment export will include students assigned to one of the courses with the following EMIS subject code:

- Reading K-3, EMIS Subject Code 050102
- Integrated English Language Arts K-3, EMIS Subject Code 050152

☐ **Task 5. Run the Pre-ident Export**

Please note that you must have the district in context.

Students without an SSID will display in a list at the bottom of the Pre-Identification Export page and give the user the option to continue (excluded the students in this list from the export) or cancel. The user can also click on the student name link and have a window pop-up with the Student Profile Edit screen to update the SSID.

Available Schools in District (required) – Select the school(s) that are to be included in the export file. One export file will be created that will contain data for all selected schools.

Export Format (required) – Select the PreIdent for KRA

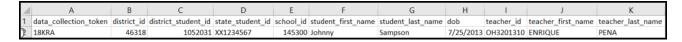**Choose KRA Pre-ID Type to Export** (required) – Select Student, Teacher or Enrollment

Click on Export to create the file. Save the file to your hard drive named as it is named by the export.

☐ **Task 6. Edit the Enrollment file and update each row with the KRA token. (Optional)**

NOTE: The FY19 KRA Token has already been set for this year. If you see a different KRA token than 18KRA, please contact your ITC for assistance.

Every record in the file must have the correct token in the first column of the row. If you are opening the Enrollment file in excel, it may be necessary to format the IRN columns to ensure the leading zeroes remain in the IRN columns.

Replace the value of the token in column A with the current year token. For FY19, the token value is '18KRA'. Save the file.

	A	B	C	D	E	F	G	H	I	J	K
1	data_collection_token	district_id	district_student_id	state_student_id	school_id	student_first_name	student_last_name	dob	teacher_id	teacher_first_name	teacher_last_name
2	18KRA	46318	1052031	XX1234567	145300	Johnny	Sampson	7/25/2013	OH3201310	ENRIQUE	PENA

☐ **Task 7. Transfer/upload the file to the appropriate vendor per their instructions**

For additional information, please visit http://dataguidelines.kready.org/HowTo for an FAQ and Step by Step instructions.