



## **Creating Pre-ident Files for KRA Assessments Quick List**

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 StudentInformation 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 quick list will provide you with the steps for creating the files for the Pre-Identification for KRA. For detailed instructions, refer to the Preident for KRA Checklist.

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**Task 1. Run the report 'Students With no SSID' to verify that all students have an SSID.**

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

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

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

**Task 5. Run the Pre-ident 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.