

Ready for Kindergarten Online: Kindergarten Entry Inventory (KEI) Guidelines for District Data Managers in TENNESSEE (2016)

Data Entry and Update Methods

The system will support three methods of data entry: 1) Bulk upload using CSV files, 2) Manual data entry, and 3) Using a script to send data files via SFTP. The KEI testing administration window begins the first day of school through November 1st. Teachers will not be able to access the system and enter KEI scores until data is loaded into the system as described below. During the KEI window, your District's Student Information System (SIS) will likely be updated with new teachers, students, and enrollment information. For that reason, data should be kept up to date through additional bulk loading, manual loading/editing, or Ftp-ing the data to ensure the data is up-to-date in the Ready for Kindergarten Online system.

Required Data for KEI Administration

1. **TEACHER Data** (*teachers.csv*): To create and update user accounts for teachers or users in the system.
2. **STUDENT Data** (*students.csv*): To populate the system with Kindergarten students.
3. **ENROLLMENT Data** (*enrollments.csv*): To match teachers to students in the system.

Bulk Loading Data Files

When a user with the *Data Manager* role accesses the Ready for Kindergarten Online system, he/she will see a menu option for '**Administration**'. Clicking the 'Administration' link will allow data managers to access the bulk loader. The layout for each of the three CSV data files appears below, and downloadable templates for each file type are available at: <http://dataguidelines.kready.org> as well as within the system.

- When a file is loaded, the system will validate the file and provide feedback if any records are rejected (i.e. duplicate ID's, missing data in required fields, incorrect data format, etc.). *It is important to note that no validation process is perfect and that each district is responsible for providing clean and accurate data.*
- Teacher, Student and Enrollment data should be updated often during the KEI administration window to ensure that:
 - Newly enrolled students appear in a teacher's class list;
 - Students who change classes appear in the correct teacher's list;
 - Students who leave your district are released for another district to add;
 - Accounts are created for teachers who may join the district after the first day of school.

Bulk CSV Files: General Information

The system will accept properly prepared CSV files. In addition to adhering to the layout provided at the end of this document, each CSV file must comply with these formatting rules:

1. **You must provide a header line**- The first line of each file is the header line. The header line is automatically skipped by the bulk file process. Failing to provide a header line will result in your first data record being skipped. The template files provided already have the required headers. Please do not change the headers. The headers should be in all lowercase.
2. **Each record is on a single line.**
3. **Lines must end with either a Windows style (CRLF) carriage return or a Linux style (LF) carriage return.** Files using older Mac line endings (CR) may not load properly.

4. **Fields are separated with commas.**

Example: John,Doe,120 Main St.,"Anytown, WW",08123

5. **Leading and trailing space-characters adjacent to comma field separators are ignored and will be automatically trimmed.**

(For example: John , Doe ,... resolves to "John" and "Doe", etc. Space characters can be spaces, or tabs.

6. **Fields with embedded commas must be encapsulated with double-quote characters.**

In the above example. "Anytown, WW" had to be delimited in double quotes because it had an embedded comma.

7. **Fields that contain double quote characters must be surrounded by double-quotes, and the embedded double-quotes must each be represented by a pair of consecutive double quotes.**

So, John "Da Man" Doe would convert to "John ""Da Man""",Doe, 120 Main St.,...

8. **You may also choose to encapsulate fields with double-quotes**

Leading Zeroes, Microsoft Excel Formatting, and Quality checking

You may choose to use Excel to create the CSV files. Please be aware that Excel can corrupt the values of your data if you are not careful. A District ID of 0123 may change to 123. You must prevent this from happening. We recommend spot checking your files with a tool, such as notepad++, which is free and can allow you to see things like line-endings and has other features to allow you to manipulate your files, if you discover a problem. <http://notepad-plus-plus.org/>. In addition, formatting your Excel column with the correct data type and length can help ensure that leading zeros are maintained when the file is saved as a CSV. Checking the file in a text-editor like Notepad is the best method to ensure leading zeros are not dropped by Excel.

File Layouts: TEACHER, STUDENT, and ENROLLMENT files

Please Note:

1 - *teachers.csv*: All fields are required for a record to be accepted.

2 - *students.csv*: Fields marked 'No' for Required to Administer KEI may be required by the end of the administration window for reporting (see last column).

3 - *enrollments.csv*: Fields marked 'No' for Required to Administer KEI may be required by the end of the administration window for reporting (see last column).

File 1: teachers.csv – All fields are required for a record to be accepted.		
Field	Values	Required to Administer KEI
district_id	Four-Digit District Code	Yes
teacher_id	Local District Teacher ID	Yes
school_id	School ID Number Valid Four-Digit School Number	Yes
email	Teacher Email A valid email address	Yes
teacher_first_name	Teacher First Name Alpha. No Punctuation	Yes
teacher_last_name	Teacher Last Name Alpha. No Punctuation	Yes

File 2: students.csv – Records with data missing in fields marked ‘No’ in Required to Administer KEI column will be accepted. Your state, however, may still require the data in those fields to be submitted by the end of the administration window for reporting purposes (see Required for Reporting column).			
Field	Values	Required to Administer KEI	Required for Reporting
district_id	Four-Digit District Code	Yes	Yes
district_student_id	Local assigned student number	No	No
state_student_id	SASID – State Assigned Student ID Unique Statewide Identifier, Assigned by the Tennessee Department of Education	Yes	Yes
school_id	School ID Number Valid Four-Digit School Number	Yes	Yes
student_first_name	Student First Name Alpha. This is the first name as it appears on the student’s birth certificate. Do not Include Prefixes	Yes	Yes
student_middle_name	Student Middle Name Alpha. This is the middle name as it appears on the student’s birth certificate.	No	Yes
student_last_name	Student Last Name Alpha. This is the last name as it appears on the student’s birth certificate. Do not Include Suffixes	Yes	Yes
dob	Student Date of Birth (MM/DD/YYYY)	Yes	Yes
race7	Ethnicity	No	Yes

	<p>First character is either H or N:</p> <p>Hispanic or Latino ethnicity: H Non-Hispanic ethnicity: N</p> <p>Second character is one of the following: American Indian or Alaskan Native: I Asian: A Black or African American: B Native Hawaiian or Other Pacific Islander: P White: W</p> <p>Examples include: HW or NB</p>		
gender	<p>Gender</p> <p>Valid values are: F = female, M = male</p>	No	Yes
predominant_prior_care	<p>1 = Public School Pre-Kindergarten 2 = Private School Pre-Kindergarten 3 = Head Start 4 = Child Care Center or Preschool 5 = Stayed Home with Parent/Guardian 6 = Home-Based Child Care 7 = Don't know/chose not to answer</p>	No	No
home_care	Empty (leave blank)	No	No
other_pc_head_start	Empty (leave blank)	No	No
other_pc_prek	Empty (leave blank)	No	No
other_pc_child_care_center	Empty (leave blank)	No	No
other_pc_family	Empty (leave blank)	No	No
other_pc_nursery	Empty (leave blank)	No	No

other_pc_even_start	Empty (leave blank)	No	No
other_pc_hippy	Empty (leave blank)	No	No
other_pc_parents_as_teachers	Empty (leave blank)	No	No
other_pc_preschool_special_ed	Empty (leave blank)	No	No
other_pc_not_listed	Empty (leave blank)	No	No
lep	IEP Valid values are: Y = Yes, N = No This must be set to Y if a disability_code is provided in the next field	No	Yes
disability_code	01 = Specific Learning Disabilities 02 = Intellectual Disability 03 = Intellectually Gifted 04 = Speech Impairments 05 = Language Impairments 06 = Emotional Disturbance 07 = Autism 08 = Other - Health Impairment 09 = Orthopedic Impairments 10 = Deafness 11 = Hearing Impairments 12 = Blind 13 = Visual Impairments 14 = Deaf-Blindness 15 = Multiple Disabilities 16 = Functional Delay 17 = Developmental Delay 18 = Traumatic Brain Injury	No	Yes
low_ses	FARMS	No	Yes

	Valid values are: Y = Yes, N = No		
ell_lep	English Learner Valid values are: Y = Yes, N = No	No	Yes

File 3: enrollments.csv – Records with data missing in fields marked ‘No’ in Required to Administer KEI column will be accepted. Your state, however, may still require the data in those fields to be submitted by the end of the administration window for reporting purposes (see Required for Reporting column).

Field	Values	Required to Administer KEI	Required for Reporting
data_collection_token	This value will change for each administration. The token ID will be provided during training and is also posted within the system.	Yes	Yes
district_id	Four-Digit District Code	Yes	Yes
district_student_id	Local assigned student number	No	No
state_student_id	SASID – State Assigned Student ID Unique Statewide Identifier, Assigned by the Tennessee Department of Education	Yes	Yes
school_id	School ID Number Valid Four-Digit School Number	Yes	Yes
student_first_name	Student First Name Alpha. This is the first name that will be used when reporting student assessment results. Do not Include Prefixes	Yes	Yes
student_last_name	Student Last Name Alpha. This is the last name that will be used when reporting student assessment results.	Yes	Yes

	Do not Include Suffixes		
dob	Student Date of Birth (MM/DD/YYYY)	Yes	Yes
teacher_id	Local District Teacher ID	Yes	Yes
teacher_first_name	Teacher First Name Alpha. This is the first name that will be used when reporting Teacher name on assessment results. No Punctuation	Yes	Yes
teacher_last_name	Teacher Last Name Alpha. This is the last name that will be used when reporting Teacher name on assessment results. No Punctuation	Yes	Yes

Updated guidelines, directions, and other support materials for data managers will be maintained at:

<http://dataguidelines.kready.org>