

Ready for Kindergarten Online: Kindergarten Readiness Assessment (KRA) Guidelines for District Data Managers in MICHIGAN

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 an app to automate the data upload. The KRA testing administration window begins the first day of school through November 1st. Teachers will not be able to access the system and enter KRA scores until data is loaded into the system as described below. During the KRA 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 automation to ensure the data is up-to-date in the Ready for Kindergarten Online system.

Required Data for KRA 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 KRA 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 01234 may change to 1234. 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 KRA 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 KRA 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 KRA
district_id	Five-Digit District Code	Yes
teacher_id	Local District Teacher ID	Yes
school_id	School ID Number Valid Five-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 KRA 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 KRA	Required for Reporting
district_id	Five-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 Michigan Department of Education	Yes	Yes
school_id	School ID Number Valid Five-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	MI CEPI Ethnicity	No	Yes

	<p>A unique 6 position field using any combination of 0 through 6 in the proper position. 100000 – American Indian or Alaska Native 010000 – Asian 001000 – Black or African American 000100 – Native Hawaiian or Other Pacific Islander 000010 – White 000001 – Hispanic or Latino</p> <p>Note: if code is 000001 for Hispanic or Latino, at least one other number must be a 1. This is because Hispanic or Latino is an ethnicity, not a race and all students must be reported with at least one race. Districts can identify students with a 1 for the primary racial/ethnic choice, a 2 for the second choice, a 3 for the third choice, etc., however most school districts do not ask parents to number the choices, they simply ask them to select all races that apply.</p> <p>Sample of student reported as Asian and Hispanic/Latino = 010001 Sample of student reported as Asian, Black and Hispanic with Asian being primary = 012001</p>		
gender	<p>Gender Valid values are: F = female, M = male</p>	No	Yes
predominant_prior_care	<p>1=Great Start Readiness Program (GSRP); 2=GSRP/Head Start Blend; 3=Head Start; 4=Title 1 Preschool; 5=Private Child Care Center; 6=Family Child Care 17=Tuition-Based Preschool 18=Early Childhood Special Education Classroom 19=Developmental Kindergarten/Young 5's</p>	No	Yes
Predominant prior care delivery method	<p>01=School 02=Community Based</p>	No	Yes

	03=Home Based		
Predominant prior care delivery schedule	01=Part-Day 4 Days Per Week 02=Part Day 5 Days Per Week 05=School Day 4 Days Per Week 06=School Day 5 Days Per Week 07= Served by Family Child Care Center	No	Yes
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 = Cognitive Impairment 02 = Hearing Impairment 04 = Speech or Language Impairment 05 = Visual Impairment 06 = Emotional Impairment 07 = Physical Impairment 08 = Other Health Impairment 09 = Specific Learning Disability 14 = Autism Spectrum Disorder 15 = Early Childhood Developmental Delay	No	Yes
low_ses	FARMS Valid values are: Y = Yes, N = No	No	Yes
ell_lep	English Learner Valid values are: Y = Yes, N = No	No	Yes
kindergarten classroom type	01= Regular Kindergarten Classroom 02= Developmental Kindergarten/Young 5's	No	Yes

File 3: enrollments.csv – Records with data missing in fields marked ‘No’ in Required to Administer KRA 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 KRA	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	Five-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 Michigan Department of Education	Yes	Yes
school_id	School ID Number Valid Five-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. Do not Include Suffixes	Yes	Yes
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>