

Ready for Kindergarten Online:
Kindergarten Readiness Assessment (KRA) Guidelines for District Data Managers in MARYLAND
NEW for 2019

Required Data for KRA Administration

1. **TEACHER Data** (*teachers.csv*): To create and update 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.

Uploading Data Files

The layout for each of the three CSV data files appears below, and downloadable templates for each file type are available 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 as frequently as possible 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 01 may change to 1. 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	Two-Digit LEA Code 01 Allegany 02 Anne Arundel 03 Baltimore County 04 Calvert 05 Caroline 06 Carroll 07 Cecil 08 Charles 09 Dorchester 10 Frederick 11 Garrett 12 Harford 13 Howard 14 Kent 15 Montgomery 16 Prince George's 17 Queen Anne's 18 St. Mary's 19 Somerset 20 Talbot 21 Washington 22 Wicomico 23 Worcester 30 Baltimore City	Yes

	33 MD School for the Blind 34 MD School for the Deaf	
teacher_id	Local District Teacher ID	Yes
school_id	School ID Number Valid MSDE number – Four-Digit This website may be helpful in determining your number: http://www.mdreportcard.org/rcounty.aspx?WDATA=School	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	Two-Digit LEA Code 01 Allegany 02 Anne Arundel 03 Baltimore County 04 Calvert 05 Caroline 06 Carroll 07 Cecil	Yes	Yes

	08 Charles 09 Dorchester 10 Frederick 11 Garrett 12 Harford 13 Howard 14 Kent 15 Montgomery 16 Prince George's 17 Queen Anne's 18 St. Mary's 19 Somerset 20 Talbot 21 Washington 22 Wicomico 23 Worcester 30 Baltimore City 33 MD School for the Blind 34 MD School for the Deaf		
district_student_id	Local assigned student number	No	No
state_student_id	SASID – State Assigned Student ID Unique Statewide Identifier, MSDE Assigned	Yes	Yes
school_id	School ID Number Valid MSDE number – Four-Digit This website may be helpful in determining your number: http://www.mdreportcard.org/rcounty.aspx?WDATA=School	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	No	Yes

	certificate.		
student_last_name	<p>Student Last Name</p> <p>Alpha. This is the last name as it appears on the student's birth certificate. Do not Include Suffixes</p>	Yes	Yes
dob	<p>Student Date of Birth (MM/DD/YYYY)</p>	Yes	Yes
race7	<p>Ethnicity Federal Guidelines for collection: http://www2.ed.gov/policy/rschstat/guid/raceethnicity/questions.html#wopart</p> <p>6 character codes that describe the students reported ethnicity. The first character is for the question Hispanic (Y or N)</p> <p>All records must contain a Y or N as the first character for the 'Ethnicity – Hispanic or Latino'</p> <p>All records must contain at least one of the five 'New Race Codes' as the remaining characters.</p> <p>The characters are described below: Character Position:</p> <ol style="list-style-type: none"> 1. Hispanic: Y or N 2. American Indian or Alaskan Native: 0 or 1 3. Asian: 0 or 2 4. Black or African American: 0 or 3 5. Native Hawaiian or Other Pacific Islander: 0 or 4 6. White: 0 or 5 <p>Examples:</p> <ul style="list-style-type: none"> • Hispanic student identified as Black: Y00300 • Asian and Hawaiian Selected (Multiple): N02040 	No	Yes

	<ul style="list-style-type: none"> Asian Example: N02000 <p>Invalid Examples: A. Student identified as non-Hispanic with no race selected N00000 B. Student identified as Hispanic with no race selected Y00000</p>		
gender	<p>Gender Valid values are: F = female, M = male</p>	No	Yes
iep	<p>IEP Valid values are: Y = Yes, N = No</p> <p>This must be set to Y if a disability_code is provided in the next field</p>	No	Yes
disability_code	<p>01 = Intellectual Disability 02 = Hearing Impairment 03 = Deaf 04 = Speech or Language Impairment 05 = Visual Impairment, including Blindness 06 = Emotional Disability 07 = Orthopedic Impairment 08 = Other Health Impairment 09 = Specific Learning Disability 10 = Multiple Disabilities 12 = Deaf/Blindness 13 = Traumatic Brain Injury 14 = Autism 15 = Developmental Delay</p>	No	Yes
english_learner	<p>English Learner Valid values are: Y = Yes, N = No</p>	No	Yes
low_ses	<p>FARMS Valid values are: Y = Yes, N = No</p>	No	Yes

	<p>*For each student, there must be a 'Yes' or 'No' value in both the low_ses and economically_disadvantaged fields. Any combination is accepted.</p>		
economically_disadvantaged	<p>Direct Certified Valid values are: Y = Yes, N = No</p> <p>*For each student, there must be a 'Yes' or 'No' value in both the low_ses and economically_disadvantaged fields. Any combination is accepted.</p>		
pc_informal_care	<p>Prior Care – Informal Care 1 – Half Day 2 – Full Day</p> <p>*For each student, either two of the seven prior care options must have a value of '1' or one of the seven prior care options must have a value of '2'. Leave a prior care field blank if that particular prior care does not apply to a student.</p> <p>If a student is only in 1 program half of the day, then a value of '1' should be in the informal care field.</p>	No	Yes
pc_head_start	<p>Prior Care – Head Start 1 – Half Day 2 – Full Day</p> <p>*For each student, either two of the seven prior care options must have a value of '1' or one of the seven prior care options must have a value of '2'. Leave a prior care field blank if that particular prior care does not apply to a student.</p> <p>If a student is only in 1 program half of the day, then a value of '1' should be in the informal care field.</p>	No	Yes

<p>pc_prekindergarten_public_school</p>	<p>Prior Care – Prekindergarten in a Public School 1 – Half Day 2 – Full Day</p> <p>*For each student, either two of the seven prior care options must have a value of '1' or one of the seven prior care options must have a value of '2'. Leave a prior care field blank if that particular prior care does not apply to a student.</p> <p>If a student is only in 1 program half of the day, then a value of '1' should be in the informal care field.</p>	<p>No</p>	<p>Yes</p>
<p>pc_child_care_center</p>	<p>Prior Care – Child Care Center 1 – Half Day 2 – Full Day</p> <p>*For each student, either two of the seven prior care options must have a value of '1' or one of the seven prior care options must have a value of '2'. Leave a prior care field blank if that particular prior care does not apply to a student.</p> <p>If a student is only in 1 program half of the day, then a value of '1' should be in the informal care field.</p>	<p>No</p>	<p>Yes</p>
<p>pc_family_child_care</p>	<p>Prior Care – Family Child Care 1 – Half Day 2 – Full Day</p> <p>*For each student, either two of the seven prior care options must have a value of '1' or one of the seven prior care options must have a value of '2'. Leave a prior care field blank if that particular prior care does not apply to a student.</p> <p>If a student is only in 1 program half of the day, then a value of '1' should be in the informal care field.</p>	<p>No</p>	<p>Yes</p>

<p>pc_nonpublic_nursery_school</p>	<p>Prior Care – Nonpublic Nursery School 1 – Half Day 2 – Full Day</p> <p>*For each student, either two of the seven prior care options must have a value of '1' or one of the seven prior care options must have a value of '2'. Leave a prior care field blank if that particular prior care does not apply to a student.</p> <p>If a student is only in 1 program half of the day, then a value of '1' should be in the informal care field.</p>	<p>No</p>	<p>Yes</p>
<p>pc_kindergarten_repeated</p>	<p>Prior Care – Kindergarten (repeated) 1 – Half Day 2 – Full Day</p> <p>*For each student, either two of the seven prior care options must have a value of '1' or one of the seven prior care options must have a value of '2'. Leave a prior care field blank if that particular prior care does not apply to a student.</p> <p>If a student is only in 1 program half of the day, then a value of '1' should be in the informal care field.</p>	<p>No</p>	<p>Yes</p>

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
<p>data_collection_token</p>	<p>This value will change for each administration. The token ID will be provided during training and is also posted within the system.</p>	<p>Yes</p>	<p>Yes</p>

district_id	Two-Digit LEA Code 01 Allegany 02 Anne Arundel 03 Baltimore County 04 Calvert 05 Caroline 06 Carroll 07 Cecil 08 Charles 09 Dorchester 10 Frederick 11 Garrett 12 Harford 13 Howard 14 Kent 15 Montgomery 16 Prince George's 17 Queen Anne's 18 St. Mary's 19 Somerset 20 Talbot 21 Washington 22 Wicomico 23 Worcester 30 Baltimore City 33 MD School for the Blind 34 MD School for the Deaf	Yes	Yes
district_student_id	Local assigned student number	No	No
state_student_id	SASID – State Assigned Student ID Unique Statewide Identifier, MSDE Assigned	Yes	Yes
school_id	School ID Number Valid MSDE number – Four-Digit This website may be helpful in determining your number: http://www.mdreportcard.org/rcounty.aspx?WDATA=School	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 first 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>