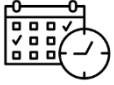


## Preschool Coordinator Tasks to Be Completed Each Data Collection Season



### Meet the Timelines

KEDS is open for data entry three times a year:

- Fall: September 15 – November 15
- Winter: December 1 – January 31
- Spring: April 1 – May 31



### Watch for Announcements

Look for the KEDS Updates & Reminders email in your inbox and watch the Updates & Reminders presentation on the KEDS website at the beginning of each data collection season.



### Ensure KEDS has Administrative Access

Notify KEDS if you have changed assessments. If using a publisher's online assessment system, it is the district's responsibility to make sure KEDS has administrative access to download any data. Use [keds@uky.edu](mailto:keds@uky.edu) as the email for establishing account access for KEDS.



### Manage Teacher Accounts

Create new teacher accounts and assign students to teachers in KEDS. Teacher accounts must be enabled each fall.



### Note Required Students

Assessment and demographic data are required to be submitted for all students with an IEP as well as at risk students receiving state-funded preschool services. This includes students receiving special education only services, such as speech.



### Review Data Profile Reports

Review the KEDS Data Profile reports from the previous data season to avoid data entry errors in the current data season. Make sure anyone entering assessment data in publisher online assessment systems knows where to enter the 10-digit State Student Identifiers (SSIDs).



### Enter, Update, & Verify Demographic Data

Ensure student demographic records are complete, making any necessary updates before saving records in KEDS. It is recommended to have all student records up to date in Infinite Campus prior to the opening of KEDS as it can take a week for updates made in Infinite Campus to appear in KEDS.



### Enter Assessment Data

Ensure all assessment data are entered into the KEDS Online Data Portal or a publisher's online assessment system. The 10-digit State Student Identifier (SSID) must be entered into publishers online assessment systems. **Assessment data are not complete unless every assessment item has a score and the record include the student's SSID number.**