

Implementation Checklist for District Administrators

Use this checklist to keep track of KRA implementation activities.

BEFORE the KRA Administration Window

<input type="checkbox"/>	Coordinate Training Logistics <ul style="list-style-type: none">• Work with trainers to determine schedule and format for teacher trainings.• Ensure all NEW teachers have KReady accounts BEFORE attending their training. Data manager will create new teacher accounts.• Ensure all NEW trainers and teachers have KRA Kits BEFORE attending their training.
<input type="checkbox"/>	Train KRA Data Managers <ul style="list-style-type: none">• Ensure new AND returning Data Managers attend the annual Data Manager training(s).
<input type="checkbox"/>	Train and Refresh KRA Trainers <ul style="list-style-type: none">• Identify and ensure NEW Trainers attend the full KRA Training-of-Trainers (ToT).• Ensure RETURNING Trainers attend the KRA Trainer Refresher Webinar.
<input type="checkbox"/>	Train and Refresh Kindergarten Teachers <ul style="list-style-type: none">• Ensure Teachers NEW to the KRA who will be administering the assessment attend your school system's full KRA Teacher Training.• Ensure Teachers EXPERIENCED with the KRA complete the KRA Refresher training facilitated/supported by your school system's trainers.
<input type="checkbox"/>	Track Training Completion <ul style="list-style-type: none">• Ensure all KRA trainers and teachers have successfully completed training requirements and keep a record of their certificates.• Ensure all KRA trainers and teachers complete appropriate test security documents.
<input type="checkbox"/>	Communicate with Trainers, Teachers, and Principals <ul style="list-style-type: none">• Ensure all training logistics and relevant KRA information is communicated to trainers and teachers.• Encourage principals and school administrators to attend the KRA Implementation Webinar for Local School System Principals.
<input type="checkbox"/>	Ensure Data is Loaded into the KReady System <ul style="list-style-type: none">• Work with Data Managers to ensure all kindergarten teacher, student, and enrollment data is loaded into the KReady system by the start of school.• For random sample districts, all kindergarten teacher, student, and enrollment data must be loaded into the KReady system and certified using this form by the date specified on the form.
<input type="checkbox"/>	Ensure Teachers have Technology Needed <ul style="list-style-type: none">• Ensure the latest version of the KRA App is installed on teacher devices and that their devices can access the KReady online system.

DURING the KRA Administration Window



Monitor Your District's KRA Completion Throughout the Administration Window

Two reports are available in the KReady system to help you track completion:

- **KRA Completion by Item Report:** This report shows how many students have completed each KRA item at any point during the administration window.
- **KRA Percentage Completion Report:** This report shows the percentage of students who have completed the full KRA at any point during the administration window.

You can access these reports by going to: KReady Administration > Reports page > Create a Report dropdown.



Remind Teachers About Generating Individual Student Reports (ISR)

The ISR will be printed and mailed to schools in November to be distributed to families. HOWEVER, if teachers have parent-teacher conferences BEFORE they get their mailed reports, they can generate a student's ISR in the KReady system as soon as they have entered ALL his/her scores.

Resource: [How to Generate ISRs](#)

AFTER the KRA Administration Window



Monitor Data Clean-Up

- In the two-week period after the KRA administration window, ensure that your student demographic data are complete and accurate.
- Certify that your district data are complete and accurate using the MSDE form provided to you.

Run the Scale Score Report (SSR)

- Request the SSR by going to: KReady Administration > Reports page > Create a Report dropdown > KRA Scale Score Report



Put KRA Data to Work!

- Support teachers to review class KRA data and attend the KRA Reports & Data Webinar for Teachers.
- Encourage school administrators to look at their building KRA data and attend the KRA Reports & Data Webinar for Local School System Principals.
- Look at your district's KRA data to make data-informed decisions. Attend the KRA Reports & Data Webinar for Administrators.