KRA Data Manager Webinar: Closedown Fall 2022 Q + A
10-12-2022

Topic	Question	Answer
Access	How do you remove a teacher who is no longer teacher at my district?	To remove a user from your district and make them inactive: 1. Go to Users and select Open next to the User 2. Change the status to Inactive and uncheck the role 3. While still in the User, Select Organization tab next to Details 4. Select the drop-down arrow next to Regions and go to Districts 5. Finally select Remove next to your district.
Assessment Administration	If a student is repeating Kindergarten, are they also marked as inactive since they don't take the KRA the second year?	Correct. Retained students do not need to do the KRA-R again.
Assessment Administration	Do we need to inactivate retentions since they are not required to repeat the KRA?	Correct. Remove the teacher from the student. That will make them Inactive.
Assessment Administration	So, if I deactivate this student who should have tested with us but did not, he will not show on the Report and therefore not be uploaded into EMIS. How does ODE know there was a student we did not test?	ODE receives a report from the vendor of students who are not active in any district when the system closes on Nov 9th.
Assessment Administration	I understand the expectation to transfer students until 11/1, but what is the expectation to assess students until then? I thought the rules of who needed to be assessed only went to the 20th day of the instruction, which for us was near the end of September.	Districts are not required to complete the KRA-R assessment for students who enroll after the district's 20th day of instruction for kindergarten.
Assessment Administration	Who is responsible for reporting scores for students who are placed outside of our district for education	If the student is on a John Peterson or Autism Scholarship, the district is not responsible for reporting KRA-R results. If it is a different scenario, I would need more information to give further guidance.
Assessment Administration	I have a teacher that put NS for a retained student; should they be blank?	Their assessment should be blank. Do not report a score to EMIS for a retained student.
Assessment Administration	What if student takes KRA because school was "on it" but school finds out after testing, student is was previously enrolled in KG and tested before?	Reports for these results are not required.
Assessment Administration	If a student is not on an IEP or ELL and the teacher used NS or N because the skill was not yet showing for the student, should they leave that as a blank and not N or NS?	N is valid as Not Yet Evident for observation items. NS is only valid for students on an IEP or English learner. As stated earlier, students who are unable to answer correctly would get a 0 or depending on the item may earn partial credit.

KRA Data Manager Webinar: Closedown Fall 2022 Q + A
10-12-2022

Topic	Question	Answer
Assessment Administration	Would you please repeat what we should do with students repeating Kindergarten? That should not take the KRA again?	Do not administer the KRA-R to any student that is repeating Kindergarten. Students should only take the KRA-R once and that should occur in the beginning of their first year of kindergarten.
Assessment Administration	I have a student who is Withdrawing and has not tested. Before I make him inactive, do I enter anything at all as far as scores go for did not test?	Leave the items blank for the student if you did not administer any items or have any observations completed for this student.
Data Loading	What do we need to do if we had an SSID change?	If you need to update/correct an SSID, please contact the Help Desk for assistance. https://www.ohio-k12.help/kready-support-1/contactsupport/ Phone: 844.K12.OHIO (844.512.6446)
Data Loading	I have a student who enrolled but w/d prior to school starting. He is still showing as active but not POA. How do I get him to be inactive?	The teacher should be removed from the student in this case.
Data Loading	We had a student enrolled in kindergarten and then the parents decided not to enroll the student in kindergarten and the student is in preschool somewhere else and now on the report the student is showing active as no and POA as yes. Is that okay?	KRA-R scores should not be reported for this student to EMIS.
Data Loading	I have 2 students that I recently added. They needed to request transfers. They are not showing on my transfer screen or in my student list.	If transfer students that were recently added are not showing in transfers, please upload a student file through the bulk loader. Once it comes back complete, download the results and confirm the transfer was requested.
Data Loading	We have a student whose first name was spelled incorrectly and therefore an incorrect SSID number was assigned to them. In KReady the student is showing with the incorrect name and SSID number. How can I correct the name and SSID number in KReady?	If you need to update/correct an SSID, please contact the Help Desk for assistance. https://www.ohio-k12.help/kready-support-1/contactsupport/ Phone: 844.K12.OHIO (844.512.6446)
Data Loading	I did remove the teacher, but it didn't change his status. It gives me a red error box	Select the drop-down arrow next to that other school. Then change it to your location. There can remove your teacher
Data Loading	What if I go to enrollments and see another school?	Select the drop-down arrow next to that other school. Then change it to your location
Reports	Do we report our results to EMIS on November 1 or by November 9?	The EMIS reporting window for the KRA-R is open through 2/17/2023.
Reports	On the enrollments report. If it says no as active, it should say no as POA correct? What if it says Yes under POA and they are not active?	Not necessarily. It could be No as Active but if the new district hasn't requested a transfer, the POA would remain with you.
Reports	So, it is OK to have yes and no in the POA column?	If it is marked as Yes or No, you want to make sure it is accurate for that specific student.

Topic	Question	Answer
Reports	When I generated a report there were just a few kids that had the comment "completed with NS" What does that mean?	If the student is marked with an NS score, the student should be marked as being with an IEP or an ELL. If they are not, you need to check on those students. That score can only be used if the student is marked as such.
Reports	Sorry- it is OK to have yes and no in the POA column for a student who is inactive?	It is possible to have yes and no in the POA column depending on the student status. If a student has been loaded elsewhere and a transfer is triggered but not accepted that status of active could be yes and the POA could be no. Any combination can occur based upon the status. It is important to confirm the student's status and approve or request approval of transfers to ensure the POA is updated and correct.
Reports	I have a student who is no and no, he is not a student of our district. I'm not sure why he is showing?	If the student is showing it means that at one point your district uploaded that SSID. Since the student is marked as Not being Active and No with the POA, they will not show on any report. And you are not responsible for that student.
Reports	What about students that withdrew from KG and are showing as No Yes	If the student is showing No for being Active and Yes to POA, that means the new district has not requested a transfer yet for that student. Make sure to keep the teacher attached to the student until you get a transfer request from the new district. Then you can remove the teacher from the student.
Reports	When are KRA scores available for EMIS reporting?	The Scale Score Report will be available Late November for data managers to download and send to their EMIS person.
Reports	Just to confirm, the scores are not ready now, correct?	Teachers have access now to Language and Literacy scale scores and Individual Student Reports, which include the overall scale scores. The district scale score report is not available until late November
Transfers	What happens if a student leaves my district, and the new district never puts in a transfer request prior to Nov 1st? Should I reach out to the new district and ask them to put in a transfer?	If you are able to contact the other district and request that they load the student into KReady to initiate a transfer, that would be the cleanest way to handle this scenario.
Transfers	Is it okay that students that have been transferred out of district still show in our system as Inactive but with a POA of their new building/district? I don't believe this worked like this in the past where they were still visible after transfer.	If a student's status is Inactive, that means the student is not attached to any teacher. Therefore, the student will not show on their roster or any report. Students cannot be removed from the KReady system only made Inactive.

Topic	Question	Answer
Transfers	When I tried to add a new student, it appeared that they were already enrolled at a different district as it prompted me to submit for a transfer/request of transfer. What do I do if that transfer isn't accepted? There is also nothing showing up when I check in requests from others and your requests. What should I do if no one accepts?	If you are having trouble, get the transfer to trigger manually, try adding the student through the bulk loader using a student file. If you have any questions on this, please contact the Help Desk for assistance. https://www.ohio-k12.help/kready-support-1/contactsupport/ Phone: 844.K12.OHIO (844.512.6446)
Transfers	I'm seeing a student that I do not have POA for, but when I look at transfers it looks like the other district did accept. Do I upload this student again using the student file as mentioned above? Do I just enter that student in the upload?	Do a student file upload with the student's information. That will show if a transfer was triggered for those students. Then you can reach out to the previous district/organization to have them accept the transfer again. Once approved, the POA would be for your district.
Transfers	I have a POA as "no" for a student, but when I check the transfer history, the previous district approved the transfer - how do I correct this error?	Do a student file upload with the student's information. That will show if a transfer was triggered for those students. Then you can reach out to the previous district/organization to ensure they see it and approve the transfers. Once approved, the POA would be for your district.
Transfers	Is there ever a reason that a child shows Inactive that the POA will remain YES for our district?	If the student is Inactive and the POA is Yes, then the new district has not triggered the transfer request yet. We do recommend keeping your teacher attached so the student's scores are not floating in limbo.
Transfers	I have 2 students that I recently added. They needed to request transfers. They are not showing on my transfer screen or in my student list.	Do a student file upload with the two student's information. That will show if a transfer was triggered for those students. Then you can reach out to the previous district/organization to ensure they see it and approve the transfers
Transfers	Does that mean we must have approved a transfer request from them, or (this is the student who is withdrawing) - could it be that I missed a transfer request from them?	Check the transfer history, if approved the record will appear there. Also contact the new district to confirm a trigger for the transfer request again to you by doing a student file upload to ensure.
Transfers	POA - just want to make sure I understand.... if the student is inactive but it says YES under POA, what do we do?	If the student is Inactive and the POA is Yes, then the new district has not triggered the transfer request yet. We do recommend keeping your teacher attached so the student's scores are not floating in limbo.