

# Early Learning Assessment

## Score Entry & Reporting Form

### Technical Document

#### About

This document provides Early Childhood Educators/Administrators with important information for using and submitting the Early Learning Assessment Score Entry and Reporting Form. This is a Microsoft Excel (.xlsx) and has been saved with special formatting. This file contains 2000 rows for data entry but may be expanded to accommodate the need.

#### Formatting

Column	Name	Treatment
A	District IRN	Custom: Leading Zeros 000000
B	Building IRN	Custom: Leading Zeros 000000
C	Program License Number	Custom: Learning Zeros 0000000000000000
D	Teacher Full Name	General
E	Student First Name	General
F	Student Last Name	General
G	Date of Birth	Custom: YYYY-MM-DD
H	SSID	General
I - W	Priority SKBs Tab	Data Validation (N, NE, A, B, C, D,1, 2, 3, 4, 5) - <b>values vary per item</b>
I - AN	Comprehensive SKBs Tab	Data Validation (N, NE, A, B, C, D,1, 2, 3, 4, 5) - <b>values vary per item</b>

#### Important

- Special Note: The last score(s) upload will be the final score(s) recorded.
- Workbooks may be combined for organization but this is not required for submission.
- The workbook must be uploaded with all tabs in the original order (Instructions, Priority 15, and Comprehensive 32).
- All columns (A - H) are required with the following exceptions.
  - A - C: Enter either the District and Building IRN **or** the Program License Number.
  - H: Leave blank if no SSID.
- Do not change column names or change column order.
- Do not change column formatting.
- Do not change tab order or remove tabs.
- Upload files at <https://www.ohio-k12.help/ela-score-entry-and-reporting/>
  - See how to video: [https://youtu.be/OTkTo\\_atkb4?si=3LAGkf7bI0KC9Hak](https://youtu.be/OTkTo_atkb4?si=3LAGkf7bI0KC9Hak)

#### Support

Contact Ohio K12 Help for questions or assistance

<https://www.ohio-k12.help/kready-support/kready-contact-support/>