# Kindergarten School Readiness Assessment Timeline

## **Early Summer** (May-July)

Schools and districts serving publicly funded students in kindergarten

1. Use [state board approved assessment tools](https://www.cde.state.co.us/schoolreadiness/assessment#srassessmentmenu).
2. Assess [six domains of learning and development](https://www.cde.state.co.us/schoolreadiness/assessment) in school readiness.
3. Administer the [KSR Assessment](https://www.cde.state.co.us/schoolreadiness/assessment#srimplement) from the 1st day of school through the first 60 calendar days.
4. Create [Individual Learning Plans](https://www.cde.state.co.us/schoolreadiness/assessment#srplans) (School Readiness or K Plans) for each student.
5. Report data during the [KSR data collection window](https://www.cde.state.co.us/schoolreadiness/kindergartenschoolreadinessdatacollection), typically early October through early December. The data collection collects aggregate data on all publicly funded kindergarten students, including students who are homeschooled, attend school online and in charter schools.

[ ]  Review [state board of education approved assessment tool options](https://www.cde.state.co.us/schoolreadiness/assessment#srassessmentmenu)

[ ]  Renew kindergarten licenses, if using a vendor assessment tool

[ ]  Ensure the license purchased is for *kindergarten*

## **Late Summer** (July-August)

[ ]  Set assessment window dates and include on district assessment calendar.

[ ]  KSR fall assessment window: 1st day of school through the first 60 calendar days.

[ ]  Connect with KSR data respondent to set process for data reporting.

[ ]  Identify KSR administrator for the assessment tool online systems, if applicable.

[ ]  [GOLD® administrators must set the assessments dates for the 1st term in GOLD®](https://teachingstrategies.force.com/portal/s/article/How-do-I-customize-checkpoint-period-dates-for-my-license) to end 60 calendar days from the district start date.

[ ]  Locate or create login information for all administrators and teachers who will require access.

[ ]  Set up kindergarten classes in assessment tool online system.

[ ]  Enter race and ethnicity, free and reduced lunch status, and gender for each student. This is pulled as part of the KSR data collection.

[ ]  For GOLD® users, ensure kindergarten classrooms are created in the kindergarten license

[ ]  Plan for training or track participation in interrater reliability training.

[ ]  Track participation in or provide training, templates, and processes to support the development of individual learning plans, *e.g.,* school readiness plans or kindergarten plans.

[ ]  This might be in collaboration with others supporting tiered instruction in kindergarten.

## **Beginning of School** (August-September)

[ ]  Support teachers in observing and collecting evidence and prompt as the close of the assessment window approaches.

[ ]  GOLD® administrators, review data entered in GOLD® every 1-2 weeks until all teachers are entering scores into GOLD® to verify finalized scores for kindergarten students are in the K license and 1st term. This data must be manually transferred if entered elsewhere.

## **Close of Assessment Window**: 60 calendar days from 1st day of school

[ ]  Remind all kindergarten teachers to finalize scores based on evidence collected.

[ ]  Review data for completion.

[ ]  GOLD® administrators, ensure data is in the K license and 1st term.

## **Data Collection Reporting Window** (October-November)

[ ]  Ensure data respondent has the KSR file layout.

[ ]  Monitor implementation and progress toward goals on individual learning plans.

## **Mid-year** (December-January)

[ ]  Communicate locally determined mid-year assessment window dates, including which domains are to be assessed.

[ ]  These may align with other mid-year assessment windows, *e.g.,* READ, preschool.

[ ]  Monitor implementation and progress toward goals on individual learning plans.

GOLD® users, to download the Colorado Kindergarten Readiness report to submit for the data collection:

1. [Kindergarten classrooms must be in the kindergarten license.](https://teachingstrategies.force.com/portal/s/article/How-do-I-view-my-GOLD-license-information-in-MyTeachingStrategies) ([Additional Tips](https://teachingstrategies.force.com/portal/s/article/10-Tips-for-Successfully-Completing-Your-Checkpoint))
2. [Kindergarten data must be entered into 1st term](https://teachingstrategies.force.com/portal/s/article/How-do-I-finalize-checkpoint-levels-by-class). ([How to check](https://teachingstrategies.force.com/portal/s/article/How-do-I-generate-the-Assessment-Status-Report-as-an-administrator?r=0&ui-knowledge-aloha-components-aura-components-knowledgeone.ArticleActions.handleEditPublished=1))
3. [All domains must be finalized for each student](https://teachingstrategies.force.com/portal/s/article/How-do-I-know-when-I-have-finalized-all-checkpoint-ratings-for-all-GOLD-objectives-and-dimensions-for-my-class-in-MyTeachingStrategies).

## **End-of-year** (March-May)

[ ]  Communicate locally determined end-of-year assessment window dates, including which domains are to be assessed.

[ ]  Provide time for teachers to prepare individual learning plans to transition to first grade as part of each child’s portfolio.