District, State and National Assessments

Kindergarten Checklist

2012-2013 Administration Instructions

LAUSD Testing Notebook

Los Angeles Unified School District
Office of Data and Accountability
Student Testing and Assessment

2012-2013 Kindergarten Checklist
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FACT SHEET
Kindergarten Checklist

Students Tested

State Requirement

District must identify students for Title I funding.

District Requirement

Schools may use the Kindergarten Checklist as one of the measures used to identify Title I eligibility.

Students Excluded from Testing

Kindergarten students in non-Title I schools are excluded.

Program Requirements and Test Description

The federal law requires districts to identify students eligible for Title I services. One of the measures that may be used to identify Title I eligible kindergarten students is the *Kindergarten Checklist*. The district developed this instrument which has been used since 1989.

State Required Tests

The District is responsible for the identification of students for Title I funding.

District Required Tests

- General Readiness
- Reading Readiness
- Mathematics Readiness

Assistance

For further information on Title I identification procedures, please contact Federal & State Education Programs at (213) 241-6990.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Data and Accountability

KINDERGARTEN CHECKLIST

CRITICAL DATES

- In order to comply with the timeline for No Child Left Behind statutes, the answer documents must be submitted on or before Friday, October 5, 2012 to the Student Testing Unit, 16th Floor, 333 S. Beaudry, Los Angeles, CA 90017. Results will be returned in time for the identification of Title I services at Targeted Assistance Schools.

- After October 5, 2012, the school may continue to submit answer documents to the Student Testing Unit in groups of ten or more or the school may score the test themselves and input the scores into SIS.

Administration Instructions
Kindergarten Checklist

Students to be Tested:

One of the measures that may be used to identify Title I eligible kindergarten students is the Kindergarten Checklist. Schools are either Schoolwide Program Schools or Targeted Assistance Schools. Schools that are designated as Schoolwide Program Schools have written schoolwide plans that have been approved by the California Department of Education. Schoolwide Program Schools may use Title I funds to serve all students and the identification of individual students is not required. The Kindergarten Checklist is optional for Schoolwide Program Schools.

Targeted Assistance Schools may use Title I funds to serve students that are identified as failing or as being most at-risk of failing to meet the State’s student performance standards. The identification of Title I eligible students must be based upon specific criteria. For complete information regarding the identification of Title I eligible students, including at-risk students, refer to Federal and State Education Programs, Reference Guide 4300.5 entitled “Guidelines and Procedures for Identifying Title I Eligible Students at Targeted Assisted Schools,” August 2012.

Students Who May be Excluded:

Students in non-Title I schools, students in grades 1-12, and kindergarten students who have documented test results from two other measures are not required to be administered the Kindergarten Checklist.

Administration Procedures:

Follow the administration instructions outlined in the manual titled, “Overview of Administration and Scoring Procedures for the Kindergarten Checklist.” The Kindergarten Checklist is available in both English and Spanish.

Use Attachment C to request Kindergarten Checklist materials from the Student Testing Unit. After each test administration, secure test booklets and materials for future use.

Identification Guidelines:

The Kindergarten Checklist must be scored by the district. In order for students to be included in the 2012-2013 Title I count, every effort should be made to submit scores to the Student Testing Unit by October 5, 2012. After this date, the Student Testing Unit will score groups of ten or the school may score and input the scores into SIS. The Kindergarten Checklist may continue to be used throughout the school year to aid in the identification of Title I students.

The following are general guidelines for using the Kindergarten Checklist to identify Title I eligible students.

- The Kindergarten Checklist scores must be supplemented with achievement data from at least one additional developmentally appropriate measure. (Norm-referenced test scores may not be

used.)

- Based upon the information obtained from the Kindergarten Checklist and the additional achievement data, the teacher makes a judgment about the student’s achievement level. If the student is judged to be performing below grade level, the student is identified as Title I eligible.

- If the student is identified as Title I eligible using the Kindergarten Checklist and additional criteria, Targeted Assistance Schools should then enter a “Y” into SIS Title I status 116.

For assistance or further information on Title I identification procedures, please contact Federal & State Education Programs, at (213) 241-6990.

Preparing Answer Documents for District Scoring:

A. District Scoring

Prepare the answer sheets (See Attachment A) for scoring following these guidelines:

1. Use No. 2 pencil ONLY.

2. Stamp or print school name on TEACHER line.

3. Stamp or print “KG Checklist” on TEST line.

4. Print and bubble in the pupil’s official name.

5. Transfer the pupil’s performance data from the pupil checklist. Match the objective skill area number with the number on the answer sheet. If the “yes” column was checked on the checklist, bubble A; if “no” was checked, bubble B.

6. Print and bubble a TEACHER NUMBER.

7. Code the language used to administer the checklist in the PERIOD section. See language codes on Attachment B.

8. Scores for students whose names can be matched in the Student Information System (SIS) will be downloaded into the SIS.

9. A “No Match” report will be sent to schools listing students whose names cannot be matched in SIS. For the students on the “No Match” report, the school must enter the following into SIS on screen 19:

   - the score into Field 410;
   - the test date (enter school year 10-11) into 411; and
   - the language tested into Field 412. (Use the two-digit SIS language code and not the code from Attachment B used

for the answer sheet.)

10. If the student is identified as Title I eligible using the Kindergarten Checklist and additional criteria, Targeted Assistance Schools should then enter a “Y” into SIS Title I status 116.

B. School Scoring and Criteria for Below Grade Level Performance

After October 5, 2012, schools are responsible for hand-scoring the Kindergarten Checklist and entering the results manually into SIS.

- Total the number of correct responses on the Kindergarten Checklist for each student, and enter the following into SIS on screen 19:

  - the score into Field 410;
  - the test date (enter school year 10-11) into Field 411; and
  - the language tested into Field 412. (Use the two-digit SIS language code and not the code from Attachment B used for the answer sheet.)

- If the student is identified as Title I eligible using the Kindergarten Checklist and additional criteria, Targeted Assistance Schools should then enter a “Y” into SIS Title I status 116.

- For kindergarten students, a score of 22 or below during the first semester, or 29 or below during the second semester, is considered to be below grade level performance.

Ordering Materials: To order Kindergarten Checklist materials, complete Attachment C. Mail the order form to the Student Testing Unit, Beaudry Building, 16th Floor or fax to (213) 241-8461. Telephone orders will not be accepted.

Returning Materials: In order to comply with the deadline of Title I Student Identification Rosters and Assessments Measures as mandated by No Child Left Behind, submit the answer sheets to the Student Testing Unit, 16th Floor, Beaudry Building anytime on or before October 5, 2012. Answer sheets that are not prepared according to the instructions cannot be machine scored and will be returned to the school for correction and resubmission.

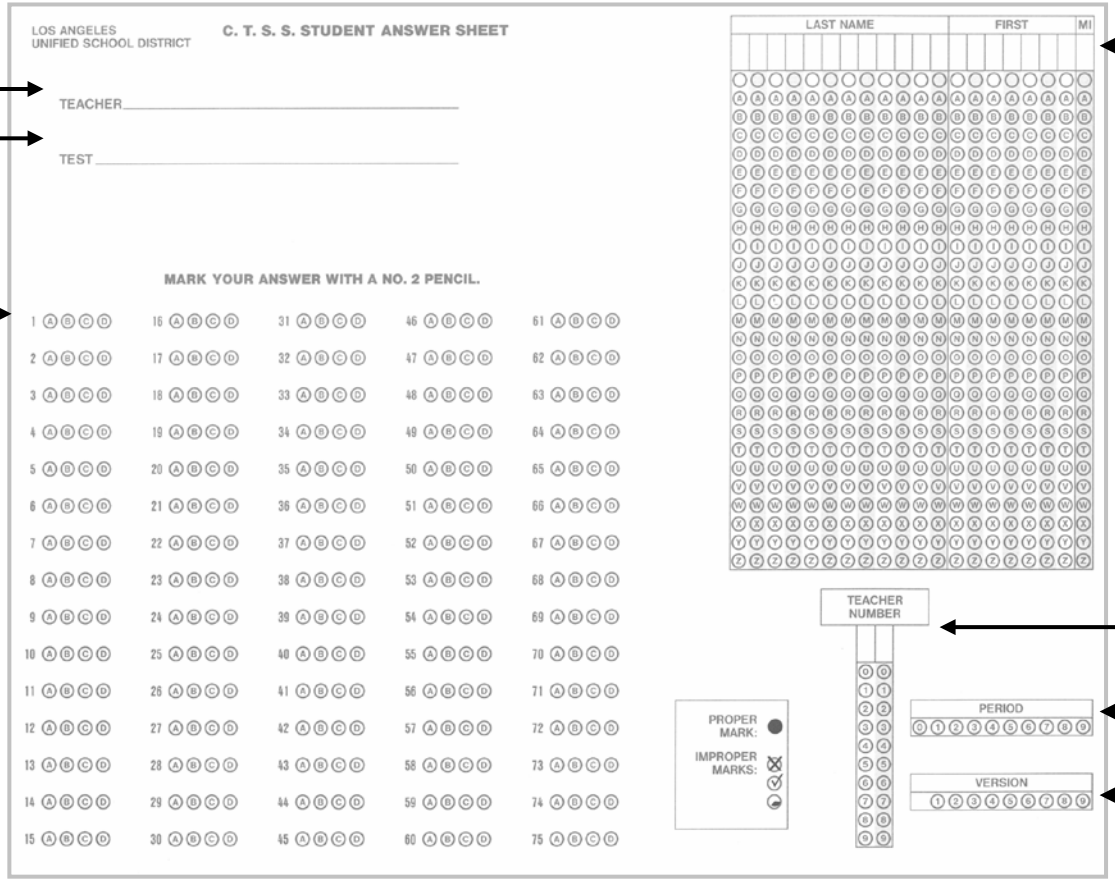
C.T.S.S. STUDENT ANSWER SHEET

1. No. 2 pencil ONLY

2. Stamp or print school name

3. Stamp or write KG Checklist

4. Transfer pupil’s performance data from pupil checklist. Match objective skill area with number on answer sheet.
   a. If “yes” column was checked on KG checklist, bubble A
   b. If “no” was checked on KG checklist, bubble B



5. Print and bubble in pupil’s official name

6. Print and bubble a teacher number

7. Code the language used to administer the KG Checklist. See language codes in Attachment B.

NOT USED IN KG CHECKLIST

ATTACHMENT B

LANGUAGE CODES

Language Codes for “PERIOD” Section	
0	Armenian
1	Chinese, Dialect (Mandarin, Cantonese, etc.)
2	Cambodian (Khmer)
3	English
4	Korean
5	Farsi (Persian)
6	Spanish
7	Pilipino (Tagalog)
8	Vietnamese
9	Any language other than 0 through 8

ATTACHMENT C

KINDERGARTEN CHECKLIST ORDER FORM

School: _____ _____ _____ 19 - 64733 - _____
Local District | Location Code | CDS Code

Principal: _____ _____ _____
Name (type or print) | Signature | Date

Person Ordering: _____ _____ _____
Name (type or print) | Position | Date

_____ _____
Contact Number | Extension

MATERIALS	**QUANTITY**
Kindergarten Checklist Form (consumable—one per pupil)	
CTSS Student Answer Sheets (consumable—one per pupil)	
Kindergarten Checklist Attachments A-N (illustration cards – one set per teacher)	
Overview of Administration and Scoring Procedures for the Kindergarten Checklist (one per teacher)	
English Kindergarten Checklist Administration Procedures and Scoring Criteria (one per teacher)	
Spanish Kindergarten Checklist Administration Procedures and Scoring Criteria (one per teacher)	

Fax this form to (213) 241-8461, or mail to: Student Testing Unit, Beaudry Building, 16th Floor.

Due to the expense involved, schools are requested to order conservatively and to be sure to secure and maintain non-consumable materials for future use.
All forms except for the CTSS answer sheets may be photocopied.

DATE FILLED _____ FILLED BY: _____ PICK UP: _____