Common Mistakes for Kentucky Preschool Districts for OSEP Reporting

1. Not entering the SSID in the Publisher's version of assessment. For those districts using an online or disc version of the assessment, the child's SSID MUST be entered in the assessment for that data to match the child demographic data. Instructions are available online www.kedsonline.org > Preschool > User Guide > Section 5. Assessment.

2. Not scoring every item in the assessment. For the assessment data to be used in KEDS, for most assessment instruments, every item must be scored. Teachers should make their best effort to score every item; options such as Not Scored or Not Observed should be used infrequently as that score will result in a missing value in analysis.

3. Updating child demographic information in KEDS. Although Infinite Campus collects much of the demographic information needed by KEDS for analysis, KEDS has additional questions for each student which must be answered to have complete data for analysis. Instructions are available online www.kedsonline.org > Preschool > User Guide > Section 4. Updating Child Demographics.

4. Completing assessments for all children who have an IEP, including those who only receive speech services. Per federal government requirements, full assessments must be completed on all students who receive special services, including students with speech-only services and students with IEPs who are served by other agencies. Districts determine who the most appropriate person is to complete these assessments.

5. Indicate IEP status in Infinite Campus Teachers or administrators need to indicate the IEP status for every student receiving special services on the Special Education tab of Infinite Campus.