Greetings Coordinators,

KEDS is now open for fall 2018 data collection! All data must be entered by the November 15 deadline. Please review the information below to make sure you have a successful data collection season! If you have any questions, please contact the KEDS team at [hdi-ectech@l.uky.edu](mailto:hdi-ectech@l.uky.edu).

**Fall Webinar Schedule**  
Join us for one of our live informational webinars for fall data collection. For more information and to view a recording of the webinar, visit our website: <http://www.kedsonline.org>.

* Wednesday, September 19, 1:00 PM EDT
* Monday, September 24, 2:30 PM EDT

**Using a Publisher’s Online System for Data Entry?**A few quick reminders:

* Every item must have a score or data are incomplete!
* **Every assessment record must include the unique 10-digit student state ID number**, or data are incomplete!
* Every district must ensure that KEDS has administrative access to their online assessment data, each year.
* Many off-site programs and Head Start centers may not be aware of this policy; it is *district responsibility* to be sure data are complete and received by KEDS.

**Are You a New Coordinator?**If you are a new coordinator this year, and have not yet created your account, email us at [hdi-ectech@l.uky.edu](mailto:hdi-ectech@l.uky.edu) for assistance in creating your account.

**Have you Unlocked Your Teacher Accounts?**  
Teacher accounts are locked every fall. We do that to make sure that only the people who absolutely need access to KEDS have access. Coordinators must unlock the teacher accounts in KEDS each fall. After unlocking teacher accounts, the coordinator needs to assign students to the teacher accounts.

**Have You Switched Assessments?**  
If your district is using a new assessment this year, please email KEDS at [hdi-ectech@l.uky.edu](mailto:hdi-ectech@l.uky.edu) and let us know what tool your district is now using. This will allow us to be sure we have access to download the data for your district.   
  
 **Have You Reviewed Your Data Download Reports?**Spring 2018 Data Download Reports for your district are available through your KEDS account.These reports identify the number of student records received for each district as well as their status for inclusion in analyses. Please email us at [hdi-ectech@l.uky.edu](mailto:hdi-ectech@l.uky.edu) if you have any questions about this report!