

Early Learning Assessment

Score Entry & Reporting Form

Technical Document

About

This document provides Early Childhood Educators/Administrators with important information for submitting the Early Learning Assessment Score Entry and Reporting Form. The document is a CSV (Comma Separated Values (.csv) and has been saved with special formatting. The file contains 2000 rows for data entry but may be expanded to accommodate as needed.

Formatting

Column	Name	Treatment
A	District IRN	Custom: Leading Zeros 000000
B	Building IRN	Custom: Leading Zeros 000000
C	Program License Number	Custom: Leading Zeros 00000000000000
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 - AN	SKBs	Data Validation (N, NE, A, B, C, D, 1, 2, 3, 4, 5)

Important

- If a student is loaded multiple times with different ratings, the most recent score loaded will be the final score recorded.
- Workbooks may be combined into one file for organization, but this is not required for submission. Reminder: Do not add tabs to the Score Entry and Reporting Form. When combining files, include all data in one sheet.
- The workbook must be uploaded with scores for Priory Items or ALL Items.
- All columns (A - H) are required with the following exceptions.
 - A - C: Enter the District **and** Building IRN **or** the Program License Number.
 - H: If a student does not have an SSID, leave the field blank. Note: a record will not load without a valid SSID/Unique SSID.
- Do not change column names, column order or any formatting within the document.

For Support:

Contact Ohio K12 Help for questions or assistance

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