

## Application/System & Assessment Administration

| Question                                                                | Answer                                                                                                                                                                                                                                      |
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| Do I need to download the KRA app to retrieve data?                     | No. The KRA app is for <b>teacher scoring</b> . Data Managers can generate reports and view data directly within the <b>KReady Online system</b> .                                                                                          |
| How do I know if our district is using the Short Form or the Long Form? | Please email <b>DCY</b> at <a href="mailto:KRAhelp@childrenandyouth.ohio.gov">KRAhelp@childrenandyouth.ohio.gov</a> , and they can confirm the district's assessment form.                                                                  |
| What do Data Managers need to do before and during the cleanup window?  | Ensure <b>all scores are entered</b> by the November 1st (11:59 p.m.) deadline. During the cleanup window (ending November 10th), data managers must <b>clean up student/teacher data</b> and <b>accept/decline all pending transfers</b> . |

## Assessment Policy

| Question                                                                                          | Answer                                                                                                                                                                                                                                                                                                                                                       |
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| Does a new student transferring in after school starts need to be tested?                         | It depends on their entry date: If the student enrolled <b>prior to the 20th day</b> of instruction, they <b>should be assessed</b> . If they enrolled <b>after the 20th day</b> , they <b>do not need to be assessed</b> . If a student enrolls after the 20th day, and hasn't completed the assessment, the decision to assess them is up to the district. |
| Should we test students who were retained (are repeating kindergarten)?                           | No. Retained students should be removed from the current administration by making them <b>Inactive</b> .                                                                                                                                                                                                                                                     |
| How do I make a student Inactive (e.g., for retention or withdrawal)?                             | To make a student inactive so they don't appear on rosters or reports, data managers must <b>remove the teacher</b> from the student's enrollment record. <a href="#">Watch: How to Make a Student Inactive</a>                                                                                                                                              |
| When is the score "NS" (Not Scorable) acceptable?                                                 | "NS" is <b>only valid</b> if the student is an <b>English Language Learner (ELL/LEP)</b> or marked as <b>YES for Special Ed (IEP/IFSP)</b> in the KReady Online system. If the student does not meet one of those criteria, the score is not valid.                                                                                                          |
| If a student is in a behavioral facility, is our district still responsible for their assessment? | <b>Yes</b> . If the district placed the student in another setting, data managers are still responsible for completing the assessment and reporting the scores.                                                                                                                                                                                              |
| A student with a disability did not test. Can we use the score reason code "student refusal"?     | No. The <b>KRA should be completed for all students</b> . For students with disabilities, there is a specific procedure for determining items that are not scorable. Please refer to the <a href="#">KRA Guidelines for Allowable Supports</a> for guidance.                                                                                                 |
| A student left kindergarten after two weeks. Do I still report them?                              | No. If the student is no longer in kindergarten (whether they withdrew or moved to a different program like preschool), the data manager must make the student <b>Inactive</b> by removing the teacher from their enrollment record.                                                                                                                         |

**KReady Data Manager Closedown Webinar - Fall 2025 - Q+A**  
**10-15-2025**

**Data Loading**

| Question                                                                           | Answer                                                                                                                                                                                     |
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| A student's assigned teacher can't enter their score. What can I do?               | Data Managers can <b>add another teacher</b> to the student's record. The new teacher will then be able to enter the scores.                                                               |
| Is it a problem if students are attached to multiple buildings in the system?      | <b>Yes.</b> Students should only be attached to <b>one building</b> within the district.                                                                                                   |
| How do we enroll a student/teacher assigned to an external school (due to an IEP)? | The <b>originating district</b> must load the assessing "external" teacher using their current email and license number, but with the <b>originating district's IRN and building IRN</b> . |

**Reports**

| Question                                                                                                                   | Answer                                                                                                                                                                                                                                        |
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| Which report is uploaded to EMIS?                                                                                          | The <b>KRA Scale Score report</b> is the report sent to EMIS.                                                                                                                                                                                 |
| When are key reports available to Data Managers (KRA Scale Score, ISR, Data Displays)?                                     | These reports are not available until <b>after the data manager cleanup window closes on November 10th</b> . DCY will send an email notification when they can be generated.                                                                  |
| How do I check for missing scores?                                                                                         | Generate the <b>KRA Completion by Item report</b> . An "X" means a score has been entered. If an item is <b>blank</b> , the score is missing.                                                                                                 |
| What should I do if the Completion report shows all scores entered, but the Domain report shows missing scores?            | This is a data discrepancy. Please <b>contact the Help Desk</b> immediately to investigate: <a href="#">KReady Support</a> or call <b>844.K12.OHIO (844.512.6446)</b> .                                                                       |
| Which report token (Short/Full Form) should I use for EMIS?                                                                | <b>Always use the token the district administered.</b> If there is a transfer student that was assessed using the opposite form, data managers must <b>generate and submit both</b> the Full KRA form and the Short KRA form reports to EMIS. |
| If a teacher runs the Individual Student Report (ISR) early, is that data the same as when the Data Manager runs it later? | <b>Yes.</b> The data in the reports will be the same regardless of when or who generates them.                                                                                                                                                |
| What reports should I download for archived records?                                                                       | It is recommended to download <b>all available reports</b> at least once to create a complete archive.                                                                                                                                        |

## Transfers

| Question                                                                                               | Answer                                                                                                                                                                                                                                                                                      |
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| If a student moves to my district after the 20th day of instruction, who reports the scores?           | The <b>new district</b> is responsible for reporting the scores. In this case the data manager should add the student to KReady to trigger a transfer request.                                                                                                                              |
| What if another district denies a transfer for a student who belongs to my district?                   | <b>Contact the district</b> to have a conversation and resolve the issue. The Assessment Data Manager contact information can be located using the <a href="#">OEDS organization search</a> .                                                                                               |
| Should I approve a transfer request if the student has not officially unenrolled from my district yet? | It's best to <b>contact the initiating district</b> to discuss the student's status before approving the transfer.                                                                                                                                                                          |
| Why am I not receiving email notifications for pending transfers?                                      | The transfer email notification is <b>currently not working</b> . <b>Periodically check the Transfers section</b> in the system to ensure the status is up to date on all incoming and outgoing requests.                                                                                   |
| If a transfer is completed, do I need to make the student inactive?                                    | <b>Yes</b> . Once the district approves and completes the transfer, data managers must manually make the student <b>Inactive</b> by removing the teacher from the student's record.                                                                                                         |
| How do I change a student's enrollment to a different building within my district?                     | <ol style="list-style-type: none"> <li>1. Upload a <b>student file</b> with the new building IRN,</li> <li>2. Upload a new <b>enrollment file</b> to attach the student to the new teacher, and</li> <li>3. <b>Remove the teacher</b> from the student at the previous location.</li> </ol> |

## Update Student/User

| Question                                                                                                      | Answer                                                                                                                                                          |
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| If I'm changing a student from one teacher to another in the same building, do I have to use the bulk loader? | No. This can be completed manually:<br>Open the student > Select <b>Enrollment</b> > <b>Assign Teacher</b> (new teacher) > <b>Remove</b> (old teacher).         |
| I don't have the Data Manager option. How do I get it?                                                        | A person must first be listed as the Assessment Data Manager in <b>OEDS</b> , then <b>contact the Help Desk</b> to update the account in the KReady system.     |
| How do I update a user's account (e.g., changing an email address or fixing a duplicate)?                     | This can be completed as a manual update to a user's account details. <a href="#">Watch: How to Update a User Account Manually</a>                              |
| How do I remove administrators or teachers who have left the district?                                        | A user can be removed from an organization within the Administration section. <a href="#">Watch: How to Remove a User from Your Organization</a>                |
| Do Data Managers have to be removed from OEDS first?                                                          | No, but if the data manager is not removed from OEDS, they may be re-added to the district's account when the system prepares for the next administration year. |