

Assessment Administration

Question	Answer
Can a data manager enter scores when the teacher who administered the assessment is on leave?	If the teacher gave the assessment and has not been able to enter the scores for the students, Data managers can assign the students to another teacher or the data manager and enter the scores for the student.
When is the score of "NS" valid for a student?	"NS" is valid only for English Language Learners (ELL/LEP) or students marked "YES" for Special Ed (IEP/IFSP) in KReady; otherwise, it is invalid. This is covered in initial and refresher KRA training.
How should scores be entered when a student cannot demonstrate or complete an assessment item?	Review the KRA Guidelines for Allowable Supports in the teacher Professional Development section of KReady Online. Apply the guidance to determine the appropriate score for each student and item.
Where can KRA information and guidance be found online?	KRA information and guidance are available at https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Ohios-Kindergarten-Readiness-Assessment/Kindergarten-Readiness-Assessment-for-Data-Manager and https://www.ohio-k12.help/kready-support/ . Data managers can contact the Help Desk via https://www.ohio-k12.help/kready-support/kready-contact-support/ or 844.512.6446.

Assessment Policy

Question	Answer
Is the KRA required for a previously homeschooled student who enrolls after the district's 20th instructional day?	It is not required to give the KRA past your 20th day of instruction window.
Must a newly enrolled student be assessed if the enrollment date is after the district's 20th day of instruction?	If the enrollment date is past your 20th day of instruction, do not administer the KRA. Check with the district on other assessment requirements, if any.
Can a student who has been hospitalized since the beginning of school be reported as not tested for medical reasons?	No, the district does not need to report for that student in this specific situation.
Must students who enroll after the district's 20th instructional day be reported?	No., the district does not need to report for that student.
How should KReady enrollment and Point of Authority records be handled when a student changes districts before November 1?	Keep the student record. Do not remove the teacher if the student has left the district until the new district triggers the transfer request.

KReady Data Manager Closedown Webinar - Fall 2025 - Q+A
10-14-2026

Question	Answer
Can KRA results be used to make decisions about a student's Reading Improvement and Monitoring Plan (RIMP)?	This matter is a district level decision.
Must districts report a separate reading diagnostic score in addition to the KRA for kindergarten students?	Data managers can find this list here https://education.ohio.gov/Topics/Learning-in-Ohio/Literacy/Third-Grade-Reading-Guarantee/Third-Grade-Reading-Guarantee-District-Resources/Reading-Diagnostic-Assessments
Should retained kindergarten students be made inactive in KReady?	Retained students do not need to be assessed with the KRA. By making the students inactive, they will not show on the teacher's roster nor on any reports.
What action is required when a teacher did not assess a student?	Please email KRAHelp@childrenandyouth.ohio.gov for guidance on the next steps.
Must a student transferring from another state be assessed with the KRA?	Students entering by the district's 20th instructional day are required to be assessed.
How should a student be coded when an alternate special education school could not administer the assessment?	Please email KRAHelp@childrenandyouth.ohio.gov with this question.

Reports

Question	Answer
How can a data manager confirm that teachers entered all required student scores?	There are various reports that will assist the data manager in ensuring teachers have entered in all their student's scores. KRA Reports at a Glance: https://drive.google.com/file/d/1DDDQd7XRDSovAwkhKFMtie-YB-j7vtll/view
Where can a completed report be found after it has been generated?	Reports can vary in the amount of time needed to generate the download. Recommended action: reloading/refreshing your browser and then the report should populate. Once the report is processed a download option will be visible on the reports page to initiate and export to the local system.
Can data managers generate the KRA ISR after DCY announces that the report is available?	When DCY sends out the email informing data managers that the KRA Scale Score report and KRA ISR informing of their availability, the data manager will be able to generate the reports.
Which option should be selected when generating a Data Downloads Report?	Data managers can select from any of the options when generating the Data Downloads. The Enrollments will show the POA and if the student is Active.
How long can a generated report take to appear?	Reports can take up to 4 hours to generate. Recommended action: reloading/refreshing your browser and then the report should populate.
Which district should hold the Point of Authority and report a student's scores?	The location where the student is enrolled and is responsible for reporting scores should hold the Point of Authority (POA)

KReady Data Manager Closedown Webinar - Fall 2025 - Q+A
10-14-2026

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How can reports be archived for later access?	Data managers are encouraged to download available reports in the system prior to the window close. Doing so generates an archive of those reports for later access. Accessing the Archives: https://www.ohio-k12.help/kready-support/data-manager-support/accessing-the-archive/
Do multiple teacher assignments affect how a student is reported to EMIS?	That would not be an issue but make sure when it comes time to report to EMIS that the student is only listed once and not multiple times when submitting to EMIS.
Where are KRA scores and related information reported?	The KRA Scale Score report will be reported to EMIS https://education.ohio.gov/Topics/Data/EMIS .
Where should the KRA Scale Score report be uploaded for EMIS reporting?	Recommended action: reaching out directly to EMIS: https://education.ohio.gov/Topics/Data/EMIS for the next steps.
Which KReady report is used to submit KRA scores to EMIS?	The KRA Scale Score report - https://www.ohio-k12.help/kready-support/data-manager-support/accessing-the-kra-scale-score-report/
What should be done when a generated report does not appear in the report list?	Allow up to four hours for the report to generate. Refresh the browser and return to the Reports page. When processing is complete, the download option will appear.
When will the KRA Scale Score and KRA ISR reports be available to data managers?	The reports become available after the assessment window and data manager cleanup window close. The Department of Children and Youth will notify data managers when the reports can be generated.
Who receives notification when the KRA Scale Score and KRA ISR reports are available?	The Department of Children and Youth will send a communication to data managers, once the KRA Scale Score report and KRA ISR report are available for generate.

Transfers

Question	Answer
Are email notifications still sent when a transfer request is created?	The transfer email notifications are no longer active. Recommended action: checking the Transfers in KReady regularly.
Which school receives and reports a student's KRA scores after a transfer?	The school that is responsible for reporting the student at the end of the window will be the school that should have the POA and the scores for the student.
Should the teacher remain assigned to a student who withdrew until the new district initiates the transfer?	Do not remove the teacher if the student has left the district until the new district triggers the transfer request. Once the new district adds the student to the KReady system, the transfer request will be sent to the first district.
How can a data manager manually initiate a transfer request after completing bulk uploads?	By manually adding the student into KReady, it will auto-populate the student's information and allow the data manager to Request Transfer. Guidance video on adding a student manually: https://www.youtube.com/watch?v=MLtm_dM43zo
Does the original district need to take additional action when the new district has the Point of Authority?	If the new district has POA now and the transfer is complete, Data managers can make the student Inactive by removing the teacher from the student. Then the student will not show in the teacher's roster.

KReady Data Manager Closedown Webinar - Fall 2025 - Q+A
10-14-2026

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What steps should be taken when a transfer request is denied?	If a transfer is denied for a currently enrolled student, contact the previous location's Assessment Data Manager to resolve it. Locate the manager via OEDS (https://oeds.education.ohio.gov/SearchOrg) or the district website.
Can reports be generated while a transfer request is still pending?	Reports can be downloaded throughout the assessment window even while a transfer is pending.
What should be done when a private school may be using the same SSID but no transfer request appears?	It is possible, but unlikely. Please work with the Help Desk to identify the child. To reach the Help Desk, Data managers can fill out a webform request https://www.ohio-k12.help/kready-support/kready-contact-support/ or call the Help Desk at 844.512.6446
Should a transfer be requested when an active student has a Point of Authority with another school?	Request a transfer if the district now reports scores; the POA must match the reporting school. Data managers can re-trigger the request for the prior school to accept. Find the Assessment Data Manager via OEDS (https://oeds.education.ohio.gov/SearchOrg) or the district website.
How can a data manager contact the Assessment Data Manager at a student's previous district?	Contact the district directly and use OEDS to locate the Assessment Data Manager if needed. https://oeds.education.ohio.gov/SearchOrg . Contact information may also be listed on school district website.
Should a student be made inactive when the district no longer has the Point of Authority and the student has transferred again?	Contact the Help Desk for the required next steps for this specific student. To reach the Help Desk, Data managers can fill out a webform request https://www.ohio-k12.help/kready-support/kready-contact-support/ or call the Help Desk at 844.512.6446
Must the district report a transfer student who was assessed before the end of the first 20 instructional days?	Reporting is required for first time kindergarten students that were assessed prior to the end of the first 20 days of instruction.
Should another student roster file be uploaded for a student who enrolls from another district after the first 20 instructional days?	Uploading a student file with their information initiates a transfer request to the prior district; if the assessment was administered, scores follow. Upon acceptance, the POA transfers and appears on the KRA Scale Score report at the window's end.
What should the district do when a student withdraws to a private school?	If the school is not administering the KRA, a transfer would not be triggered, and the district would make the student Inactive by removing the teacher from the student.
Do previously entered scores transfer with a student after a KReady transfer is approved?	Any scores that have been entered into the KReady system for the student, will follow the student after the transfer is approved.
What should a district do when a student returns after being assessed and reported by another school?	If the school is responsible for reporting the student, The data manager will want to trigger the transfer request by adding a student file through the bulk loader.
Where can transfer requests and transfer history be viewed in KReady?	To view transfers - select Transfers in the left navigation panel. There will show, "Requests from Others, Your Requests, and Transfer History".

KReady Data Manager Closedown Webinar - Fall 2025 - Q+A
10-14-2026

Update Student/User

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How is a student made inactive in KReady?	A student cannot be removed from the KReady system; however, they can be made Inactive. To make a student inactive, remove the teacher assignment from the student's enrollment record.
Should a data-entry teacher be removed after scores are entered when students are assigned to multiple teachers?	This is a district decision. Students can be attached to multiple teachers within the KReady Online system. However, when it comes time to report to EMIS that the student is only listed once and not multiple times when submitting to EMIS.
Should students who withdrew to private schools remain assigned to a teacher?	Should students who withdrew to private schools stay assigned? If assessments were administered and scores entered, data managers may share them with the private school. Otherwise, make the student inactive by removing the teacher.
Should the teacher assignment be removed when a student withdraws before testing?	Remove the teacher assignment when a student withdraws before testing; this marks the student inactive, removing them from reports and rosters. The new district must request the transfer so the POA updates accordingly.
Who should be contacted when a data manager cannot add students or generate reports because required permissions are missing?	Contact the Help Desk: Data managers can fill out a webform request https://www.ohio-k12.help/kready-support/kready-contact-support/ or call the Help Desk at 844.512.6446 for assistance on your KReady Online account.
How should the district troubleshoot a new data manager account that is missing navigation options?	Contact the Help Desk: Data managers can fill out a webform request https://www.ohio-k12.help/kready-support/kready-contact-support/ or call the Help Desk at 844.512.6446
Can inactive teachers and administrators from previous years be removed from the organization?	Data managers can remove teachers and administrators from their organization. Instructional video on how to remove a user from the organization: https://www.youtube.com/watch?v=JHUD5KMcWrA .