Intradistrict Communication

DATE: Thursday, May 9, 2024

TO: Elementary School Administrators

FROM: Carolyn Gough, Administrator of Teaching and Learning
                Ben Jameson, Director of Evaluation, Research and Accountability

SUBJECT: 2023-24 KEEP Exit Administration Guidelines and Materials

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Elementary school administrators are asked to pass this information, along with the materials included with this memo, to their kindergarten teachers as soon as possible.

KEEP Exit administration for the 2023-24 school year is still required by the state through the end of this year. The KEEP Exit window is scheduled during the end-of-year kindergarten testing days, which are Monday, May 20th through Friday, May 24th with a make-up testing date of Friday, May 31st. However, the official state test administration window opens Monday, May 6th and ends on the last day of school.

Data entry into the [Data Gateway](#) is due by Saturday, June 15, 2024. Those who are administering the KEEP Exit (including kindergarten teachers and classroom aides) should have been trained. Test administrators can access training in one of two ways:
- [Self-guided Canvas Course](#)
- [Recorded webinar on YouTube](#)

The KEEP Exit materials included with this memo are:
- KEEP Exit Test Administration Manual
- KEEP Exit Student Materials
- KEEP Exit – Additional Guidance on Scoring Questions 7 & 13

Printed materials for the KEEP Exit are also available by emailing Ben Jameson (ben.jameson@jordandistrict.org) with the quantity needed. Ben may also be contacted for any Data Gateway account or data entry issues.