


# Intradistrict Communication

DATE: Thursday, May 3, 2018

TO: Elementary Principals

FROM: Laura Finlinson, Administrator of Curriculum and Staff Development  
Ben Jameson, Director of Evaluation, Research and Accountability 

SUBJECT: KEEP Administration within the Mandated Window

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This is just a reminder that, as with all state-mandated tests, the Kindergarten Entry and Exit Profile (KEEP) has a window in which teachers may administer the test to their students. The end-of-year window to administer the KEEP, set by USBE, is four weeks before the end of school. Thus, the following windows will apply to traditional and year-round elementary schools for KEEP administration:

- Traditional KEEP Window: Monday, May 7 – Friday, June 1, 2018
- Year-Round KEEP Window – A Track: Monday, May 14 – Friday, June 7, 2018
- Year-Round KEEP Window – B, C, and D Tracks: Tuesday, June 5 – Tuesday, July 3, 2018

In addition, June 15, 2018, is the deadline for traditional elementary schools to input their KEEP data onto the Data Gateway. June 30, 2018, is the deadline for year-round schools to input their data onto the Data Gateway.

We ask that principals please remind their kindergarten teachers of these testing window and data entry dates.

If you have any questions or concerns, please contact Ben Jameson in Evaluation, Research & Accountability at 801-567-8243 or [ben.jameson@jordandistrict.org](mailto:ben.jameson@jordandistrict.org) or Becky Gerber at 801-567-8087 or [becky.gerber@jordandistrict.org](mailto:becky.gerber@jordandistrict.org).