

Intradistrict Communication

DATE: Thursday, August 11, 2022

TO: Elementary School Administrators

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

SUBJECT: KEEP Entry Administration and Materials

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

KEEP Entry administration for the 2022-23 school year is still required by the state. The KEEP Entry assessment window ends on Thursday, September 8, 2022. Data entry into the [Data Gateway](#) is due by Friday, September 30, 2022. Those who are administering the KEEP Entry (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](#)

Only kindergarten teachers and instructional coaches will have access to enter data into the Data Gateway. Classroom assistants will not have access to KEEP data entry in the Data Gateway.

Included with this memo are the following materials:

- **KEEP Entry Test Administration Manual (TAM)** – Kindergarten teachers should use this manual to access the script they should read while testing. The manual also contains instructions on how to administer and score the assessment.
- **KEEP Entry Student Materials** – Schools will be responsible for printing their own student materials booklet for each KEEP Entry test administrator. No changes to the assessment have been made, so teachers may use last year's student materials.
- **KEEP Entry Score Sheet** – Kindergarten teachers may fill out the scoring sheet online in their Data Gateway account while administering the assessment. They may also fill out the attached scoring sheet and then enter the data in the Data Gateway at a later time.
- **KEEP Entry Data Entry – Getting Started** – This document provides a brief explanation of how to enter KEEP Entry data into the Data Gateway.

If you have questions about the KEEP Entry assessment or the data entry in the Data Gateway, please contact Ben Jameson in Evaluation, Research & Accountability.