Intradistrict Communication

DATE: Thursday, April 27, 2023

TO: Elementary School Administrators

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

SUBJECT: 2022-23 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 2022-23 school year is still required by the state. The KEEP Exit window is scheduled during the end-of-year kindergarten testing days (Friday, May 19th through Friday, May 26th). However, the official state test administration window opens Monday, May 8th and ends on the last day of school.

Data entry into the Data Gateway is due by Wednesday, June 15, 2023. 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

Please contact Ben Jameson with questions about the KEEP Exit or the data entry in the state's Data Gateway.