

ACTION, REQUIRES RESPONSE

LOS ANGELES UNIFIED SCHOOL DISTRICT
Planning, Assessment and Research

DISTRIBUTION: Title I Elementary Schools;
Local District Offices

SUBJECT: REFERENCE GUIDE NO. BT-6
KINDERGARTEN CHECKLIST
ADMINISTRATION

DATE: July 1, 2002

Due Before November 15, 2002

ROUTING
Local District Superintendents
Local District Directors
of Instruction
Local District School
Support Directors
Categorical Program Advisors
Principals
Testing Coordinators

DIVISION: Planning, Assessment and Research

APPROVED: ESTHER WONG  Assistant Superintendent

For assistance with Title I identification procedures, call (213) 229-2001. For assistance with the Kindergarten Checklist, call the Student Testing Unit at (213) 625-4104. After July 19, 2002 our number will be changed to (213) 241-4104.

I. BACKGROUND

One of the measures that may be used to identify Title I eligible kindergarten students is The *Kindergarten Checklist*. The purpose of this Reference Guide is to describe the procedures for Administering and scoring the *Kindergarten Checklist*.

Title I schools are either Schoolwide Program Schools or Targeted Assistance Schools. Schools that are designated as Schoolwide Program Schools have written schoolwide plans that have been approved by the California Department of Education. Schoolwide Program Schools may use Title I funds to serve all students and the identification of individual students is not required.

Targeted Assistance Schools may use Title I funds to serve students that are identified as failing or as being most at-risk of failing to meet the state student performance standards. the identification of Title I students must be based upon specific criteria. For complete information regarding the identification of Title I eligible students, including at-risk students, refer to Specially Funded and Parent/Community Programs Division, Reference Guide No. BP-22 (Rev.) "Guidelines and Procedures for Identifying Title I Eligible Students," dated July 2002.

II. PROCEDURES FOR ADMINISTERING AND SCORING THE KINDERGARTEN CHECKLIST

- A. Follow the administration instructions outlined in the manual titled, "Overview of Administration and Scoring Procedures for the *Kindergarten Checklist*."
- B. The *Kindergarten Checklist* may be scored at the District-level by Program, Planning Assessment and Research or may be scored locally at the school.

District Scoring

Prepare the answer sheets for scoring by completing the following:

1. Stamp or write school name on "TEACHER" line.
2. Stamp or write KG Checklist in "TEST" line.
3. Print and bubble in the pupil's name.
4. Transfer the pupil's performance data from the pupil checklist. Match the objective skill area number with the number on the answer sheet. If the "yes" column was checked on the checklist, bubble A; if "no" was checked, bubble B.
5. Print and bubble a "TEACHER NUMBER."
6. Code the language used to administer the checklist in the "PERIOD" section. See language codes on Attachment B.

Submit the answer sheets to the Student Testing Unit, anytime before November 15, 2002. Answer sheets that are not prepared according to the instructions cannot be machine scored and will be returned to the school for correction and resubmission. (See Attachment A.)

Scores for students whose names can be matched in the Student Information System (SIS) will be automatically downloaded into the SIS. A "No Match" Report will be sent to schools listing students whose names cannot be matched in SIS. For the students on the no match report, the school must enter into SIS, field 410 the scores, 411 the test date and 412 the language tested.

School Scoring and Criteria for Below Grade Level Performance

1. After November 16, 2002, schools are responsible for hand-scoring *the Kindergarten Checklist*.
2. Total the number of correct responses on the *Kindergarten Checklist* for each student and enter into SIS field 410 the score, 411 the test date, and 412 the language tested.
3. For kindergarten students, a score of 22 or below during the first semester or 29 or below during the second semester is considered to be below grade-level performance.

III. IDENTIFICATION OF TITLE I ELIGIBLE STUDENTS

- A. The *Kindergarten Checklist* scores must be supplemented with achievement information from at least one additional developmentally appropriate measure. (Norm-referenced test scores may not be used.)
- B. Based upon the information obtained from the *Kindergarten Checklist* and the additional achievement data, the teacher makes a judgment about the student's achievement level. If the student is judged to be performing below grade level, the student is identified as Title I eligible.
- C. Enter a "Y" into SIS Title I status field 116 for each student identified as Title I eligible.

IV. ORDERING *KINDERGARTEN CHECKLIST* MATERIALS

- A. Complete Attachment C to order *Kindergarten Checklist* materials.
- B. Mail the order form to the Student Testing Unit, H256, or fax to (213) 617-2061. After July 19, 2002 send to Beaudry Building, 23rd Floor, or fax to (213) 241-8461. Telephone orders will not be accepted.

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ATTACHMENT B

LANGUAGE CODES

Language Codes for "PERIOD" Section

- 0 Armenian
- 1 Chinese Dialect (Mandarin, Cantonese, etc.)
- 2 Cambodian (Khmer)
- 3 English
- 4 Korean
- 5 Farsi (Persian)
- 6 Spanish
- 7 Pilipino (Tagalog)
- 8 Vietnamese
- 9 Any language other than 0 through 8

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ATTACHMENT C

KINDERGARTEN CHECKLIST ORDER FORM

SCHOOL _____ TELEPHONE (____) _____ Ext. _____

NAME OF PERSON ORDERING _____ LOCAL DISTRICT _____

POSITION _____ DATE _____

MATERIALS

QUANTITY

Kindergarten Checklist Form (consumable--one per pupil)

CTSS Student Answer Sheets
(consumable--one per pupil)

Kindergarten Checklist Attachments A-N
(illustration card--one per teacher)

Overview of Administration and Scoring Procedures
for the Kindergarten Checklist (one per teacher)

English Kindergarten Checklist Administration
Procedures and Scoring Criteria (one per teacher)

Spanish Kindergarten Checklist Administration
Procedures and Scoring Criteria (one per teacher)

Due to the expense involved, schools are requested to order conservatively and to be sure to secure and maintain non-consumable materials for future use. All forms except for the CTSS answer sheets may be photocopied

Fold and mail to Student Testing Unit, after July 19, 2002 send to Beaudry Building, 23rd Floor, or fax to (213) 241-8461.