



KSEP Data Entry Tools, Resources and Links

KSEP training videos: <https://youtube.com/playlist?list=PLEqeoAgTjVdgVFraButuRDOy8baghKxz8>

- For teachers new to the KSEP; or a refresher training for returning teachers

All teachers should watch the Apricot Connect Data Entry video: <https://youtu.be/CU8lXrfeUuo>

Pages 2-5 contain KSEP data entry tools. Below is a description of the tools:

- **Kindergarten Student Entrance Profile (KSEP) Form (2 pages, p.2-3):** This contains all of the 12 KSEP items and their respective rating categories, with descriptions. Use this form to track individual student KSEP information for data entry. This can also be used as a reference while completing KSEP observations during the first three weeks of school.
- **KSEPTRACKING CHART (2 pages, p. 4-5):** This is a tool to track KSEP observations of your students. Print this out double sided, list your student's names in the left column, and place it on a clipboard for easy use to track KSEP observations.
 - **STUDENT NAME:** Ensure student's full name is spelled correctly.
 - **STUDENT DATE OF BIRTH (DOB):** Please double check the date of birth and ensure it is correct.



Kindergarten Student Entrance Profile (KSEP)



Student Name:	Student ID:
Student Home Language: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other	Date rating completed (mm/dd/yyyy):
Languages used when making KSEP ratings: <input type="checkbox"/> Mostly English <input type="checkbox"/> Mostly Spanish <input type="checkbox"/> English and Spanish <input type="checkbox"/> Other language	
Student Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Student's DOB (mm/dd/yyyy):
Does child have an IEP? <input type="checkbox"/> Yes, active IEP <input type="checkbox"/> Yes, inactive IEP <input type="checkbox"/> Never had an IEP	

KSEP Item	Not Yet (1)	Emerging (2)	Almost Mastered (3)	Mastered (4)	Rating (1-4)
1. Seeks adult help when appropriate	When unable to complete tasks, does not seek and will not accept adult assistance <input type="radio"/>	When unable to complete tasks, does not seek but will accept adult assistance <input type="radio"/>	When unable to complete tasks, ask for assistance without being able to express a specific need <input type="radio"/>	When unable to complete tasks, seeks adult assistance and can express specific needs related to the tasks <input type="radio"/>	
2. Engages in cooperative play activities with peers	Rarely engages with other children and/or may use aggression to disrupt others' cooperative play <input type="radio"/>	Plays alongside other children, but does not engage in interactions with them <input type="radio"/>	Plays next to other children and may initiate conversations or share toys but actions are not part of an ongoing shared activity <input type="radio"/>	Engages with other children in ongoing shared activities (e.g. imaginative play, tag, blocks, etc.) <input type="radio"/>	
3. Exhibits impulse control and self-regulation	Unable to delay having wants and needs met <input type="radio"/>	Distracted by getting wants and needs met, yet able to be redirected by others <input type="radio"/>	Distracted by getting wants and needs met but redirects self <input type="radio"/>	Able to delay wants and needs until appropriate time <input type="radio"/>	
4. Maintains attention to tasks (attention focus, distractibility)	Does not sustain attention to tasks; is frequently distracted by external stimuli <input type="radio"/>	Stays with tasks for a short time but becomes easily distracted by external stimuli <input type="radio"/>	Distracted from tasks by external stimuli but can redirect self back to tasks after becoming distracted <input type="radio"/>	Consistently attends to tasks without becoming distracted by external stimuli <input type="radio"/>	
5. Is enthusiastic and curious about school	Is lethargic, unenthusiastic, and/or indifferent towards school activities and rarely responds to prompting <input type="radio"/>	Is not self-initiating to participate in school activities but will participate when prompted <input type="radio"/>	Shows some excitement and interest in school activities, but only for selected activities <input type="radio"/>	Expresses excitement and interest in participating in a wide range of school activities <input type="radio"/>	
6. Persists with tasks after experiencing difficulty (task persistence, coping with challenges)	Easily becomes visibly frustrated and quits with tasks when difficulty is encountered <input type="radio"/>	Persists with tasks for a short amount of time but quits when difficulty is encountered AND child does not respond to teacher's attempts at redirection <input type="radio"/>	Persists with tasks for a short amount of time but quits when difficulty is encountered BUT child does respond to teacher's attempts at redirection <input type="radio"/>	Usually persists with tasks until completed even after difficulty is encountered; no teacher redirection is needed <input type="radio"/>	

Kindergarten Student Entrance Profile (KSEP)

KSEP Item	Not Yet (1)	Emerging (2)	Almost Mastered (3)	Mastered (4)	Rating (1-4)
7. Recognizes own written name	Child cannot read or located name <input type="radio"/>	Child can find name after several attempts (recognizes first letter) <input type="radio"/>	Child identifies own name in routine settings <input type="radio"/>	Child can consistently find name even in new situations <input type="radio"/>	
8. Demonstrates expressive verbal abilities	Communicated primarily in a nonverbal way or using one word utterances <input type="radio"/>	Expresses self in simple 3-4 word phrases <input type="radio"/>	Expresses self in 5-6 word sentences <input type="radio"/>	Child clearly communicated using fuller, more complex sentences <input type="radio"/>	
9. Understands that numbers represent quantity	Does not know numbers <input type="radio"/>	Knows numbers but does not associate numbers to objects in one-to-one fashion <input type="radio"/>	Demonstrates number-object correspondence when counting objects, assigning one number per object <input type="radio"/>	Can select an accurate amount of objects upon request (e.g., can provide 4 blocks upon request) <input type="radio"/>	
10. Writes own name	Unable to do <input type="radio"/>	Scribble-writes first name with some letter-like form <input type="radio"/>	Writes first name with letters and some phonetically appropriate letter/sounds (e.g. first letter) <input type="radio"/>	Writes first name phonetically correct, exact spelling and capital letters not required <input type="radio"/>	
11. Recognizes colors	Can name 0-4 colors Red Yellow Green Blue Orange Purple Brown Black Pink White Gray <input type="radio"/>	Can name 5-8 colors Red Yellow Green Blue Orange Purple Brown Black Pink White Gray <input type="radio"/>	Can name 9-10 colors Red Yellow Green Blue Orange Purple Brown Black Pink White Gray <input type="radio"/>	Can name all 11 colors Red Yellow Green Blue Orange Purple Brown Black Pink White Gray <input type="radio"/>	
12. Recognizes shapes	Can name 0-1 primary shapes Square Circle Rectangle Triangle <input type="radio"/>	Can name 2 primary shapes Square Circle Rectangle Triangle <input type="radio"/>	Can name 3 primary shapes Square Circle Rectangle Triangle <input type="radio"/>	Can name all 4 primary shapes Square Circle Rectangle Triangle <input type="radio"/>	
KSEP Rating Categories	Immediate Follow-up 12-24 <input type="radio"/>	Month Monitor 25-35 <input type="radio"/>	Quarterly Monitor 36-43 <input type="radio"/>	Ready to Go 44-48 <input type="radio"/>	

Comments:

KSEP TRACKING CHART

Student	1. Seeks help	2. Cooperative play	3. Impulse control	4. Maintains attention	5. Enthusiastic & curious	6. Persists after difficulty	7. Recognizes own name	8. Expressive abilities	9. Numeric quantity	10. Writes own name	11. Colors Red	Yellow	Blue	Green	Orange	Purple	Brown	Black	Pink	White	Gray	12. Shapes Circle	Triangle	Square	Rectangle	Mostly or all English	Mostly or all Spanish	Both English and Spanish
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										R	Y	B	G	O	P	Br	Bl	Pk	W	Gr	C	T	S	R	E	S	B	
										R	Y	B	G	O	P	Br	Bl	Pk	W	Gr	C	T	S	R	E	S	B	
										R	Y	B	G	O	P	Br	Bl	Pk	W	Gr	C	T	S	R	E	S	B	
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										R	Y	B	G	O	P	Br	Bl	Pk	W	Gr	C	T	S	R	E	S	B	

Table of Contents

The following guide provides detailed instructions on using the READY CONNECT Teacher Portal to complete KSEP records. The Teacher Portal is built on a software platform called Apricot by Social Solutions. References to Apricot and Social Solutions all relate to the software we use to maintain the Teacher Portal and collect KSEP records.

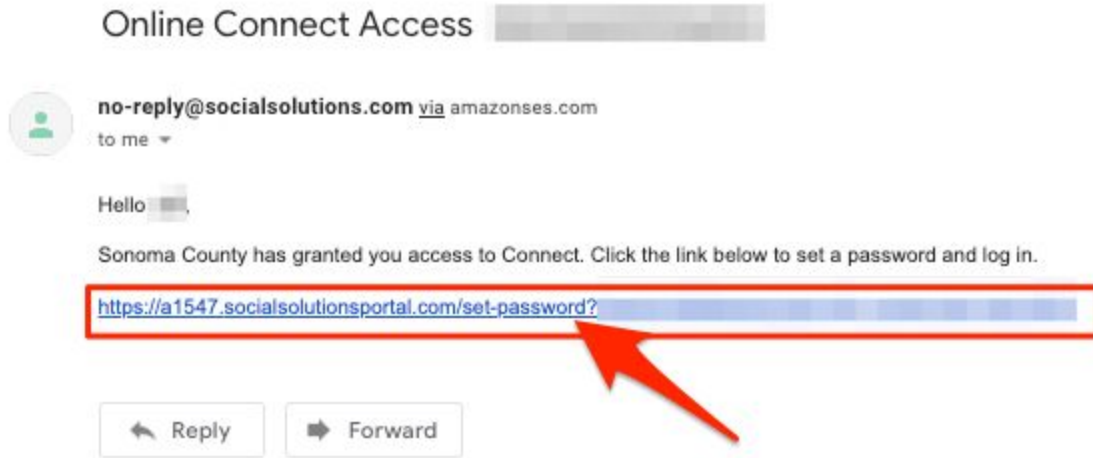
[Step 1: Creating a CONNECT account](#)

[Step 2: Log into CONNECT](#)

[Step 3: Add KSEP for each student](#)

Step 1: Creating a CONNECT account

You will receive an email invitation from READY to create a login for the READY CONNECT Teacher Portal. Select the link in the email.



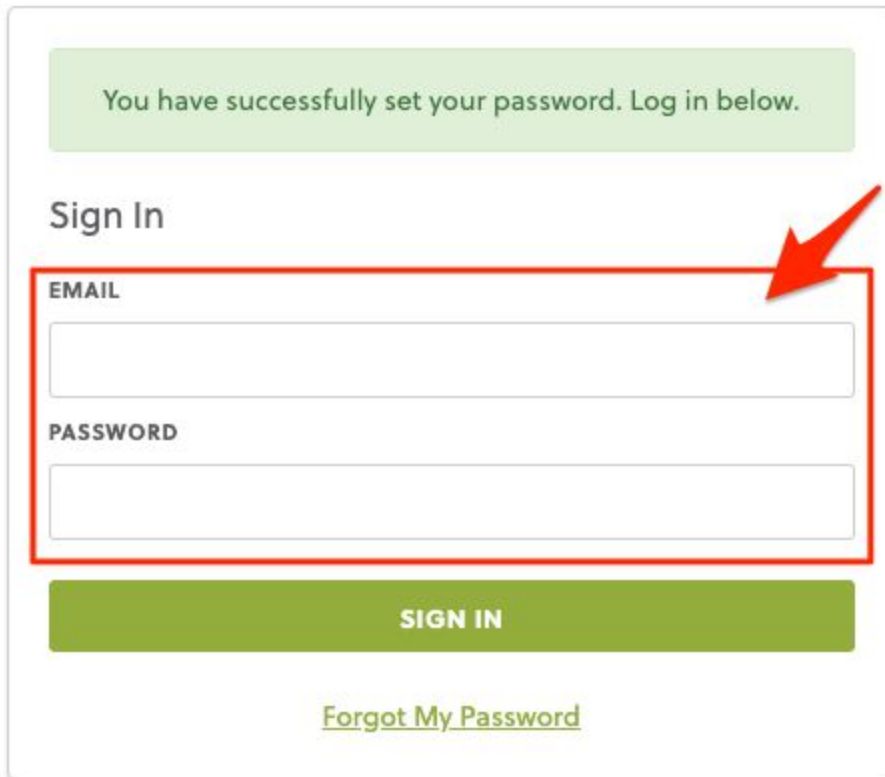
Create a password with at least one letter and one number.

The image shows a "Set Your Password" form. It has two input fields: "NEW PASSWORD" and "CONFIRM NEW PASSWORD", both highlighted with red boxes. Below the fields is a green button labeled "SET PASSWORD", also highlighted with a red box and a red arrow pointing to it.

Step 2: Log into CONNECT

Log into CONNECT at the following link: <https://a1547.socialsolutionsportal.com/>

Enter your email and password and select Sign In. If you forgot your password, recover it by following the “Forgot My Password” link.



The image shows a login interface for the CONNECT portal. At the top, a light green box contains the message: "You have successfully set your password. Log in below." Below this is the heading "Sign In". The main form area is enclosed in a red rectangular border and contains two input fields: "EMAIL" and "PASSWORD". A red arrow points to the top right corner of this red-bordered area. Below the input fields is a green button labeled "SIGN IN". At the bottom of the form area is a link labeled "Forgot My Password".

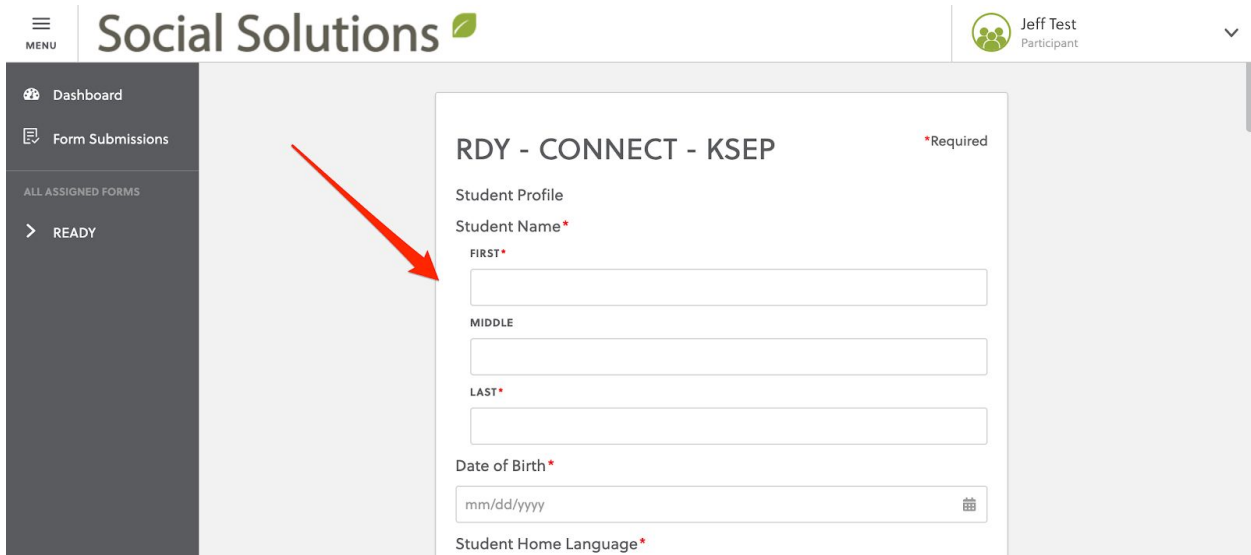
Step 3: Add KSEP for each student

To complete a KSEP, select Fill Out from the CONNECT dashboard. **Please note that once you begin a KSEP, you must finish it. You cannot save a partial KSEP to complete later.**



Enter the student's full name and date of birth (we need both to complete an accurate profile for each student), along with other demographics details.

Please enter the student's name exactly how it appears on the student's district records. Accurate entry of this information is essential.



Enter data into the remaining fields on the KSEP record for that student. Required fields are marked with an asterisk (*). If you would like to add any additional notes or comments, there is space to do so after the assessment.

12. Recognizes shapes*

○ ——— ○ ——— ○ ——— ○

Not Yet (1) Emerging (2) Almost Mastered (3) Mastered (4)

Additional Notes or Comments

When you are finished entering data, select “Save.”

MENU
Social Solutions
Jeff Test
Participant

Dashboard

Form Submissions

ALL ASSIGNED FORMS

> READY

Not Yet (1) Emerging (2) Almost Mastered (3) Mastered (4)

11. Recognizes colors*

○ ——— ○ ——— ○ ——— ○

Not Yet (1) Emerging (2) Almost Mastered (3) Mastered (4)

12. Recognizes shapes*

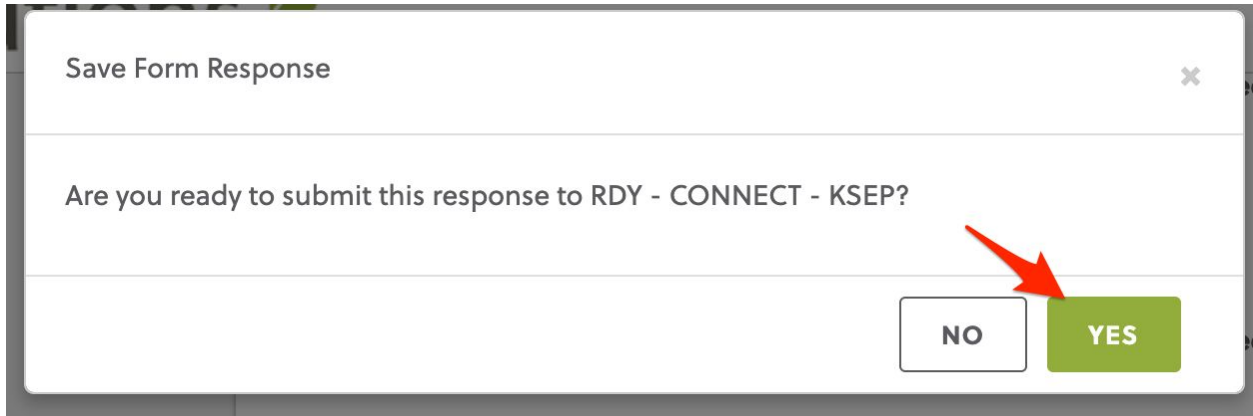
○ ——— ○ ——— ○ ——— ○

Not Yet (1) Emerging (2) Almost Mastered (3) Mastered (4)

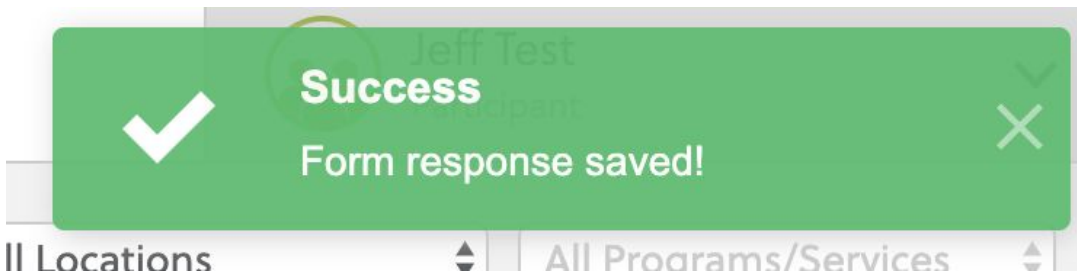
Additional Notes or Comments

Cancel
Save

Select “Yes” to submit the form or “No” to continue editing the form.



Note the green "Success" message, indicating successful completion of the KSEP form.



Repeat this process for each student. **Complete one KSEP per student.**

You may log out and log back in at a later time to complete additional KSEP records.

How to edit or archive a KSEP record

Teachers cannot edit or archive KSEP records once they are submitted. If you would like to remove a KSEP or modify a KSEP, please contact the READY project leads. Contact information is provided below.

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