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# **VKRP Kindergarten Spring 2021**

# **Division Contact Overview**

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| **SPRING 2021** |
| * Ensure appropriate personnel have access to VKRP web portal via PALS website. Roles and access may be adjusted within PALS as needed. * Contact VKRP for any support and/or questions: 866-301-8278 x 1 or [vkrp@virginia.edu](mailto:vkrp@virginia.edu). |

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| **MARCH** | **APRIL** | **MAY** | **JUNE** |
| * Watch the VKRP spring webinar * Attend Q&A session   + Apr. 7   + Apr. 13 * Develop division’s plan for VKRP spring implementation using checklist below * Support schools/teachers in **preparing** for assessments | * Distribute any needed assessment materials to teachers * Distribute counting chips to students who will be taking the Remote EMAS | * Review VKRP data reports | * Reflect on spring implementation and gather feedback from VKRP school contact(s) to help plan for future assessment terms   + what went well?   + what needs improvement? * **Print or download** VKRP spring 2021 reports (All Levels) * **Complete Spring Feedback Survey and encourage school leaders and teachers to also complete** |
| * Monitor school assessment completion reports * Support schools and teachers **during** assessment window in collecting and using data | |
| **April 19, 2021 – June 4,** **2021:** VKRP assessment term. This extended spring term gives divisions more time to assess students. Divisions can decide to schedule their assessment window as they traditionally have (i.e., two weeks prior to PALS assessment). Alternatively, divisions can use the full length of the assessment term as their assessment window. | | |

VKRP **Division Contact** Checklist

**Kindergarten SPRING 2021**

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| **PRE-ASSESSMENT WINDOW SUGGESTED ACTIVITIES** | **TARGET DATE** |  |
| View VKRP Spring Webinar.   * Attend Q & A session on either Wed., April 7 or Tues., April 13 * Email, chat, or call VKRP with questions after viewing webinar |  |  |
| Collaborate with VKRP school contacts to develop VKRP spring timeline. Think about the following:   * When is the division’s assessment window? * Will the division use the remote version of the EMAS? * How are Remote EMAS materials (counting chips) going to be delivered to students? * How and when will teachers be trained (new and returning teachers)? * How will schools support teachers (e.g., teachers acquiring spring materials, having difficulty conducting assessments) during assessment window? * How will expectations for assessment completion be communicated? * What are schools’ and teachers’ plans for assessing ELL and SPED students? * How and when will teachers and leaders review and interpret VKRP data? * Will data be shared with families? If so, how and when will data and resources be shared with families? |  |  |
| Compile list of missing or damaged materials from each VKRP school contact and submit [Materials Order Form](https://forms.office.com/Pages/ResponsePage.aspx?id=x4A0ewc3c0iLd-IWczplrLW4c0EtqZlMq5j-QbOxTblUNzhJSlE4S1A3MENFUFdBVVcxQldGTVpWVC4u) for entire division. Please allow 5-10 business days for processing and delivery. |  |  |
| **ASSESSMENT WINDOW** |  |  |
| **April 19 – June 4:** VKRP Spring Assessment Term | | |
| Monitor division-level assessment completion report by logging into VKRP web portal (Reports → My Reporting Dashboard → Kindergarten Completion), and regularly communicate with schools to ensure completion of VKRP within your assessment window. |  |  |
| **POST-ASSESSMENT SUGGESTED ACTIVITIES** |  |  |
| Review division data by logging into VKRP web portal (Reports → My Reporting Dashboard) |  |  |
| Meet with school leaders to discuss overall VKRP data and student growth from fall to spring. Gather implementation feedback and make plans on how to improve for the 2021-22 VKRP administration. Complete Spring Feedback Survey. |  |  |
| Print or download Division Data Export and any other current school year reports by 06/30/21 (Reports → My Reporting Dashboard → Kindergarten Division Data Export → Save as CSV) |  |  |

VKRP **School Contact** Checklist

**Kindergarten SPRING 2021**

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| **PRE-ASSESSMENT WINDOW SUGGESTED ACTIVITIES** | **TARGET DATE** |  |
| Collaborate with VKRP division contact to develop VKRP timeline. Think about the following:   * When is the division’s designated VKRP assessment window? * Will the division use the remote version of the EMAS? (determine student numbers) * How and when will teachers be trained (new and returning teachers/assessors)? * How will schools support teachers (e.g., teachers who are missing materials, having difficulty conducting EMAS assessments) during assessment window? * How will expectations for assessment completion be communicated to teachers? * What are teachers’ plans for assessing ELL and SPED students? Who can they reach out to if they need support? * How and when will teachers review and interpret VKRP data? * How will teachers be supported to use the VKRP instructional resources? * How and when will data and resources be shared with families? |  |  |
| Communicate VKRP spring timeline details to teachers and support staff. Support teachers and staff in working through timeline tasks. |  |  |
| Assist VKRP division contact in collecting information on materials that are missing or damaged. As the VKRP school contact, you should:   1. Remind teachers to inventory their kits’ assessment materials. 2. Compile a list of needed materials for your school. 3. Send list to division contact. 4. Once materials are delivered to division, distribute to teachers. |  |  |
| Ensure any roster changes are uploaded in PALS prior to VKRP window to allow verification of student lists. |  |  |
| **ASSESSMENT WINDOW** | | |
| **April 19:** VKRP spring assessment term opens | | |
| Monitor school-level assessment completion report on the VKRP web portal (Reports → My Reporting Dashboard → Kindergarten Completion) and communicate reminders to teachers. Support teachers in getting assessments collected. |  |  |
| **June 4:** VKRP spring assessment term closes – **final date for VKRP spring assessments** | | |
| **POST-ASSESSMENT WINDOW SUGGESTED ACTIVITIES** | | |
| Review school data by logging into VKRP web portal (Reports → My Reporting Dashboard) |  |  |
| Meet with teachers to discuss classroom and schoolwide VKRP data especially growth reports, and gather implementation feedback. Complete Spring Feedback Survey. |  |  |
| Print or download School Data Export and any other current school year reports by 06/30/21 (Reports → My Reporting Dashboard → Kindergarten School Data Export → Save as CSV) |  |  |

VKRP **Teacher** Checklist

**Kindergarten SPRING 2021**

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| **PRE-ASSESSMENT WINDOW SUGGESTED ACTIVITIES** | **TARGET DATE** |  |
| Review **spring** timeline provided by your school. If your division designated an assessment window, fill in your division’s VKRP Assessment Window: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ to \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_ | | |
| Confirm complete set of **spring** materials (refer to **spring** manual for full list).   1. Alert VKRP school contact for any missing or damaged materials 2. School contact compiles list for school and sends to division contact 3. Division contact places order for entire division |  |  |
| Download and read VKRP **spring** program manual (PALS → VKRP → Assessment Guides → Essential Documents). This manual contains pertinent information regarding guidance specific to this spring’s CBRS and EMAS administration. |  |  |
| Review online training modules, and if using, complete Remote EMAS training module (Training → My VKRP Training Modules). |  |  |
| Watch **spring** in-person EMAS video demonstration, and if using, watch new **remote** EMAS video demonstration (Assessment Guides → EMAS Video Demonstrations). |  |  |
| Practice **spring** EMAS assessments (in-person, remote, or both) (Assessment Guides → Access Practice Assessments). |  |  |
| Prepare for **spring** EMAS administration using in-person and/or remote guidelines of **spring** manual. |  |  |
| Review CBRS items and Well-being items (Assessment Guides → Access Practice Assessments). |  |  |
| Verify the accuracy of your classroom roster in the VKRP web portal ensuring all students are listed. For assistance adding or removing students, contact PALS ([pals@virginia.edu](mailto:pals@virginia.edu); 888-882-7257). |  |  |
| **ASSESSMENT WINDOW** | | |
| Administer **spring** EMAS to all students. |  |  |
| Enter CBRS & Well-Being ratings for all students. |  |  |
| **June 4th: Final date to enter data for spring term** | | |
| **POST-ASSESSMENT WINDOW SUGGESTED ACTIVITIES** | | |
| Review Classroom Overview Report and Student Overview Report (Reports → My Reporting Dashboard). |  |  |
| Collaborate with other K teachers and Instructional leaders on how to analyze VKRP data and designate available resources to support student growth. |  |  |
| If division and/or school protocols allow, meet with families virtually or in-person to share students’ progress and Family Resources Packet (Reports → Understanding Reports) ([www.vkrponline.org](http://www.vkrponline.org) includes family pages with link to resource packet). |  |  |
| Complete VKRP Spring Feedback Survey and share feedback with your school VKRP contact on the assessment process to prepare for 2021-22. |  |  |
| Print or download Class Data Export and any other current school year reports by 06/30/21 (Reports →My Reporting Dashboard → Teacher Data Export → Save as CSV). |  |  |

**NOTE:** At the division level, division contacts fill out a single online [Materials Order Form](https://forms.office.com/Pages/ResponsePage.aspx?id=x4A0ewc3c0iLd-IWczplrLW4c0EtqZlMq5j-QbOxTblUNzhJSlE4S1A3MENFUFdBVVcxQldGTVpWVC4u) for the entire division. This form collects information on materials requests supplied in the sets listed in the sample order forms below.

SAMPLE SCHOOL ORDER FORM TO SUBMIT TO VKRP DIVISION CONTACT

**VKRP K Materials Order Form**

**Collect your teachers’ order forms and consolidate onto this form. Send to your VKRP Division Coordinator.**

**School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Materials Available** | **Quantity** |
| Spring Kit |  |
| Shape Manipulatives |  |
| Counting chips set for Remote EMAS |  |

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SAMPLE TEACHER ORDER FORM TO SUBMIT TO VKRP SCHOOL CONTACT

**VKRP K Materials Order Form**

**Complete and send to your VKRP School Coordinator.**

**Teacher Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Room Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Materials Available** |
| * Spring Kit (flip book pages, mats, pattern and chip cards) |
| * Shape Manipulatives (full set) |
| * Counting chips set for Remote EMAS (1 set per student being assessed remotely)   Quantity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |