

Directions for the KPA bubble score sheet

- Use the correct preprinted sheet for each student.
- Generic sheets are provided for students who do not have a preprinted sheet.
 - ◆ If a generic sheet must be used for a student, you are responsible to provide the student name, Student ID number (may be obtained from the school secretary), school name and school number. If the Student ID number is not provided, a score report for that student can not be returned to the school. If you don't know the school number, ask the school secretary.

Marking Instructions:

- Completely fill the circle of the score point with a mark
- Use a dark mark to indicate the score point
 - ◆ An overhead “Vis-á-Vis” in blue or black is preferred
 - ◆ A pen is acceptable for marking (blue, black, red, etc, but not yellow)
- ***Correcting erroneous marks***
 - Try to avoid marking erroneously as this may cause some scanning problems
 - ◆ DO NOT USE WHITE-OUT
 - ◆ Pen or “Vis-á-Vis” marks can not be erased
 - Place an "X" over the incorrect mark
- Do not make stray marks on the paper—especially near the barcodes.
- Be sure to place the Rater Initials in the "Rater Initials" box **AFTER** marking the score.
- Make sure the Prior Early Care and Education Experience is completed.
- Make sure the Kindergarten Status is completed.

Kindergarten Department Chairperson is responsible to insure all forms are completed—every item has a score mark, and the marks are dark.

Send the completed KPA score sheets:

- As soon as an entire class has been assessed and the forms checked for completeness
 - Do not wait until all students in the school are assessed before sending forms
- Last day to submit scan sheets – September 30, 200-
- **Send to Tom Hays, Central Office**