

New this year-KRA Data Manager Data Clean-up Process

Attention DTCs and District Data Managers,

The KRA administration window closes on November 1st at 11:59pm. Teachers should have all scores entered within the KReady system by that date. A data cleanup window for those individuals in the data manager role will take place until November 8th at 11:59pm. During this data cleanup window, data managers are responsible for the following:

- Ensure the completeness and accuracy of all student records entered into the KReady system for your district. This is especially important for student demographic information and for school building codes. Please refer to the [SC KRA Data Guidelines document](#) for the required fields for reporting and what values should be entered in each of the fields.
- Make sure all students are assigned a teacher. Any student assigned a teacher will set the student record to be active, which ensures the student will appear in all reports. Only active students appear in reports.
- Check the Transfers page to make sure all out-of-district transfers have been approved or declined. There should not be any outstanding transfer requests on that page.

If you run a final KRA Completion by Item report, this is a good check to make sure you are seeing all students in your district. Any and all students in that report will appear in the KRA Scale Score Report, which is the report you will run a few weeks after the data cleanup window has ended to view all calculated score data and results. If you are missing any students, make sure the student record is active and check that the Point of Authority (POA) is set to a location within your district.

For technical assistance with completing this process, complete a KRA Technical support form at: <https://www.cognitofrms.com/KREADY1/SouthCarolinaKReadyKRATechnicalSupportOnlineForm> or call (888) 602-8343. For all other questions, contact Meghan Walters-Branham (mgwalters@ed.sc.gov).