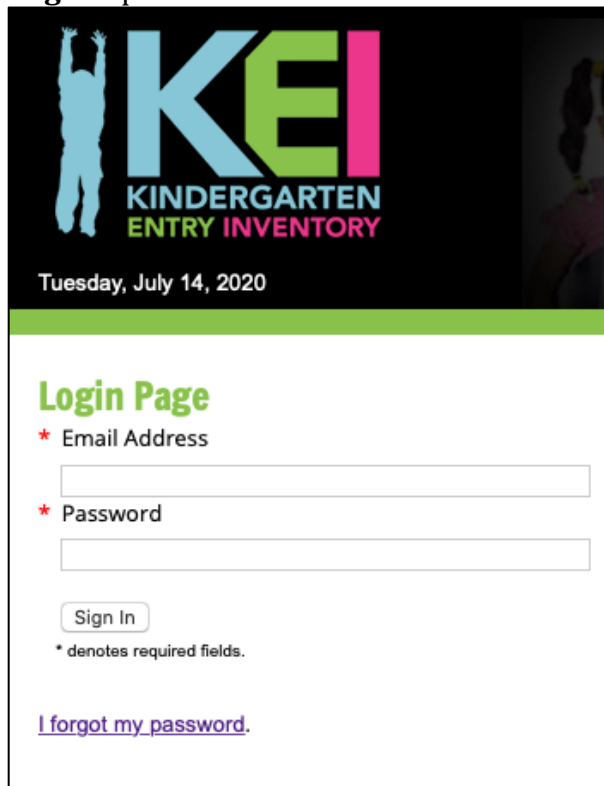


How to download KEI Raw Data Extract from the KEI database

To download a copy of your district's yearly Raw Data Extract from KEI, use the following steps:

1. Using a browser software (Internet Explorer, Safari, Chrome, etc.), type in the following address: <http://data.kei-pa.org>
2. You will then be taken to the Kindergarten Entry Inventory System **Login Page** as pictured below:

The screenshot shows the login page for the Kindergarten Entry Inventory System. At the top, there is a header with the KEI logo (a stylized figure next to the letters 'KEI' in blue, green, and pink) and the text 'KINDERGARTEN ENTRY INVENTORY'. Below the logo, the date 'Tuesday, July 14, 2020' is displayed. The main content area is titled 'Login Page' in green. It contains two required fields: 'Email Address' and 'Password', each marked with a red asterisk. Below these fields is a 'Sign In' button. A note at the bottom states '* denotes required fields.' and there is a link that says 'I forgot my password.'.

3. Enter in your **Email Address** and your **Password**.
4. Then click the **Sign In** button.

Sign In

5. After clicking **Sign In**, you will be taken to the “**Welcome**” screen as pictured below:

Welcome to the Pennsylvania Kindergarten Entry Inventory (KEI) Software

Teachers **MUST** have completed the training protocol and obtained a certificate of completion of the proficient user assignment before they will be provided access to the KEI software.

Student skill levels may be entered at any point during the 45 calendar day collection period.

Student outcomes should be finalized no later than 60 calendar days from the start of the school year.

If you have questions or need support in software use, contact the KEI support team at:
KEI@csiu.org
570-523-1155
Jeff, ext. 2137
Christy, ext. 2293

Please follow the link below to go to your assigned school building for entry:
[Go to Your Dashboard](#)



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Email:
KEI@csiu.org
Phone:
570-523-1155 Ext 2137

6. On the “**Welcome**” screen, click on the “[Go to Your Dashboard](#)” link at the bottom of the welcome message.

Please follow the link below to go to your assigned school building for entry:

[Go to Your Dashboard](#)

7. You will then be taken to your **District Dashboard** screen.



Thursday, January 13, 2022

An Initiative of the Office of Child Development and Early Learning (OCDEL) in collaboration with the Central Susquehanna Intermediate Unit (CSIU)

Signed in as: Jeff Kay (jkay@csiu.org) | [Account](#) | [Sign Out](#)

District Dashboard

School District: Philadelphia City SD (126515001) IU: Philadelphia IU 26 Start Date: 09/01/2021

[Go to Statewide Dashboard](#)

[Raw Data Export](#)
[District Indicator Summary Report](#)
[District Dimension Score Report](#)

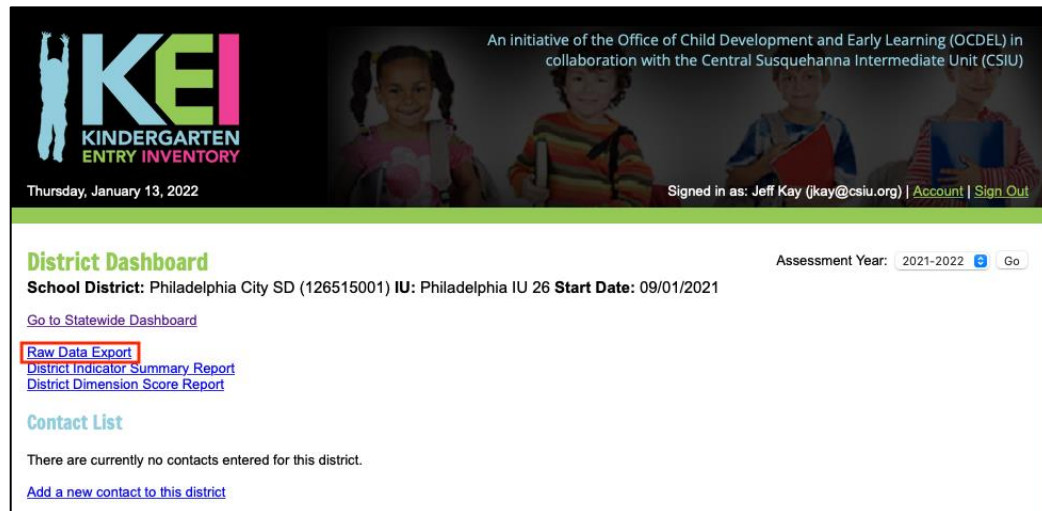
[Contact List](#)

There are currently no contacts entered for this district.
[Add a new contact to this district](#)

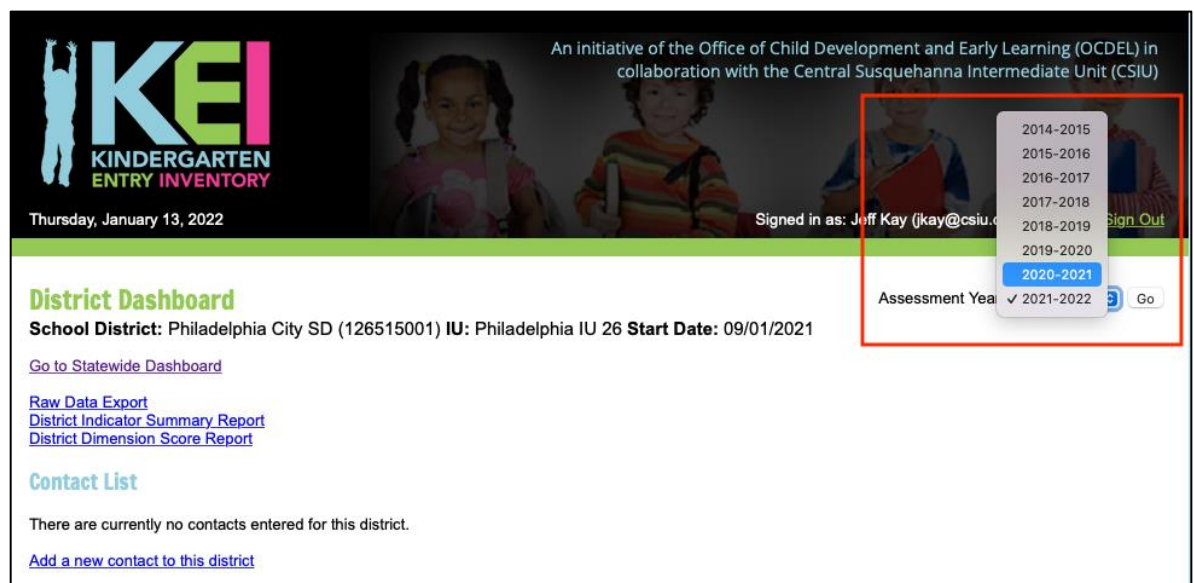
Assessment Year: 2021-2022 [Go](#)

HINT: Only users with administrative privileges (district admin level or higher) will be allowed to download KEI Raw Data from the KEI database. If you do not see a link for Raw Data Export on your District Dashboard screen, it means that you do not have administrative privileges. If you need assistance getting your user privileges elevated to an administrative level, please contact KEI Support Staff at KEI@csiu.org.

8. To download the most recently completed KEI Raw Data Export, click the [Raw Data Export](#) link as highlighted below:

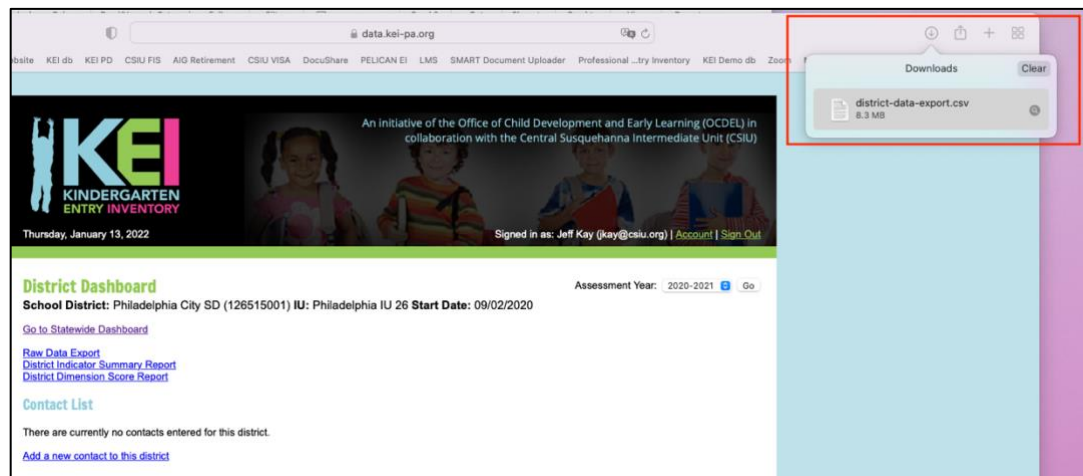


9. To pick a different year, use the Assessment Year dropdown menu to select the appropriate school year and then click the Go button.

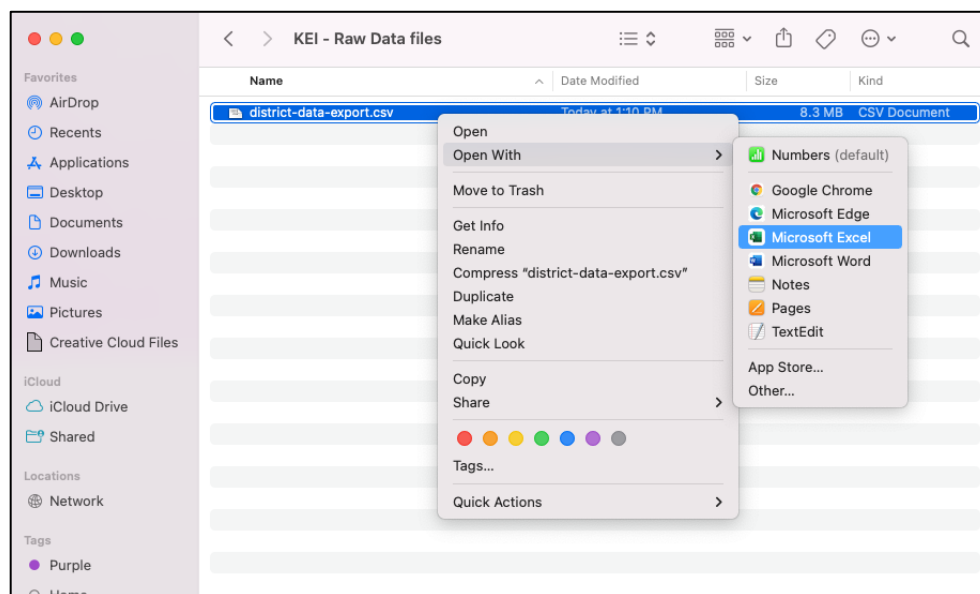


10. Then click the [Raw Data Export](#) link to start the download process.

11. If you are using a Macintosh computer, the file will be downloaded to the default folder that you have selected through your operating system.



12. Next, navigate to where you saved the downloaded file. To open in Excel, right-click on the file name and select – Open with > Microsoft Excel



13. Once you have saved the file, you can then save it and give it a name that make more sense to you.