

# Completing the PA KEI Implementation Process

**1. Become familiar with the PA KEI indicators.**

*The KEI consists of 30 standards-based indicators from five key learning areas (Mathematics, English Language Arts, Social and Emotional Development, Health, Wellness and Physical Development, and Approaches to Learning through Play)*

**2. Plan how to systematically collect evidence based on kindergarten curriculum and activities.**

*The PA KEI is an observation-based assessment, designed to be implemented in conjunction with typical classroom activities. Sources of evidence might include, but are not limited to 1. results from typically administered assessments; 2. family input; 3. work samples; 4. observations; 5. Checklists; 6. input from other adults working with the student*

**3. Collect evidence during first 45 calendar days of the kindergarten school year.**

*The evidence collection period lasts from the first day a student enters the kindergarten classroom until the 45th calendar day of the kindergarten year.*

**4. Score each indicator for each student.**

*After observation of behaviors, teachers' record a student's skill level based upon the descriptions found under the skill levels of emerging, evident and exceeds. A student should be scored at the highest skill level demonstrated.*

**5. Review PA KEI web-based data system demographic information to assure it is correct.**

*It is important to ensure student demographic information has been verified as accurate within the system.*

**6. The PA KEI skill levels scores get entered into the PA KEI web-based**

*Skill levels can be entered into the PA KEI web-based data system at any point (saved and accessed later.)*

**7. PA KEI indicator scores get finalized within the PA KEI web-based data system prior to the 60th day of the kindergarten school year**

*Student outcomes should be finalized no later than 60 calendar days from the start of the school year. Student outcomes are submitted and finalized through use of the web-based data system.*