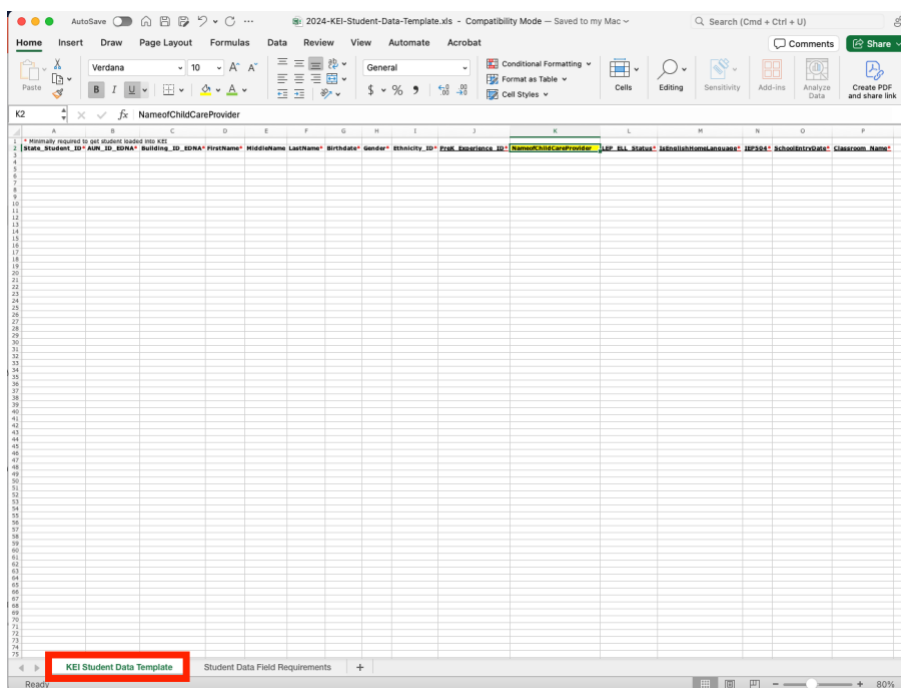




To complete this data template, export the data from your SIS and format it while matching up your data with the data headers listed on the second row of the KEI Student Data Template sheet.

In reviewing the KEI Student Data Template tab on the KEI Student Data Template, you will see a red asterisk (*) next to the field values that are minimally required to successfully load a student's record into the KEI database. If any of the data values are missing for a student, their record will not be loaded.

For your review, here is the list of the data fields that are minimally required in order to have a student's record loaded into the KEI database:

PA Secure ID (State Student ID)
 Building ID
 AUN ID
 Birth Date
 First Name
 Last Name
 Middle Name
 Gender
 Ethnicity ID
 Pre-K Experience
 Name of Child Care Provider
 LEP/ELL Status
 Is English Home Language (Yes/No)
 IEP/504
 School Entry Date
 Classroom Name

To see examples of how the data in each of the fields should be formatted, use the Student Data Field Requirements tab on the KEI Student Data Template.

Field	Required?	Definition/Description	Example
PA Secure ID	Yes	PA Secure ID (10 Digit Code)	1234567890
Building ID	Yes	4 digit code for Building Name available from the EDNA list of Building Codes	2342
AUN ID	Yes	9 digit code for School District available from the EDNA list of District Codes	123456789
Birth Date	Yes	Student's Date of Birth (Formatted as: mm/dd/yyyy)	04/27/2015
First Name	Yes	Student's First Name	Maya
Last Name	Yes	Student's Last Name	Malik
Middle Name	No	Student's Middle Name	Elizabeth
Gender	Yes	Pick from List: M = Male F = Female	F
Ethnicity ID	Yes	Pick from List: Must Use 2 Digit Code from the following list: 1 = American Indian/Alaskan Native (not Hispanic) 2 = Black or African American (not Hispanic) 3 = Hispanic (any race) 4 = White (not Hispanic) 5 = Multi-Racial (not Hispanic) 6 = Asian (not Hispanic) 7 = Native Hawaiian or other Pacific Islander (not Hispanic)	1
Pre-K Experience	Yes	Pick from List: Must Use 2 Digit Code from the following list: 1 = Head Start 2 = Pennsylvania Pre-K Counts 3 = None 4 = Family Child Care 5 = Home-based Care 6 = Relative/Negligent Care 7 = Licensed Private Academic Nursery Programs 8 = Locally Funded Pre-K Program 9 = School-Based Pre-K/Kindergarten Programs 10 = Don't Know/Care's Answer 11 = Child Care Center	9
Name of Child Care Provider	No*		
LEP/ELL Status	Yes	Pick from List: Must Use 2 Digit Code from the following list: 1 = Yes 2 = No	0
Is English Home Language	Yes	Pick from List: Must Use 2 Digit Code from the following list: 1 = Yes 2 = No	1
IEP/504	Yes	Pick from List: Must Use 2 Digit Code from the following list: 1 = Yes 2 = No	0
School Entry Date	Yes	mm/dd/yyyy	08/27/2020
Classroom Name	Yes	Each student must have one teacher name listed in this field	Ms Smith Room 12

The Student Data Field Requirements tab will provide you with the names of each field, whether or not that field is required, a definition or description of the field, and finally, an example of what the data might look like in each field.

NOTE: Please be aware that there are conditions for some of the questions that may make additional field required for some student data.

- For example, if you answer “Yes” for a student’s LEP/ELL Status, you will have to enter data for the student’s Home Language.

It is also important to note that all of the listed fields in the KEI Student Data Template tab will need to be entered in order for a Student's KEI Inventory to be successfully finalized. Finalization happens after teachers have completed their assessments on their entire classroom. If all of the data required to finalize a student's record is not entered with this import, teachers will be required to enter this data during their data entry of the Inventory.

The final step is to securely upload your Student Data to KEI staff for processing. We have set up a special Uploader page within the KEI database to accomplish this task while protecting your student’s information. To get to the KEI data uploader site, you must log into the KEI database and then click on the following link: <https://data.kei-pa.org/uploader/upload/>

If you should have any questions or concerns around how to create and submit KEI Student data for upload, please feel free to contact Jeff Kay via email (jkay@csiu.org) or by phone at 570-246-5939.